

BILL NO. S-88-07- 33

SPECIAL ORDINANCE NO. S- 114-88

AN ORDINANCE approving the awarding of Reference #847 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and O'Reillys, Business Equipment, Lewis & Christen, Xerox Corp. and Standard Stationery for the Office Services Department.

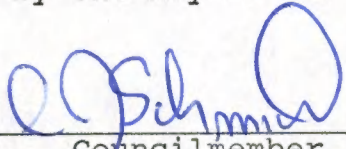
NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #847 between the City of Fort Wayne, by and through its Department of Purchasing and O'Reillys, Business Equipment, Lewis & Christen, Xerox Corp. and Standard Stationery for the Office Services Department, respectfully for:

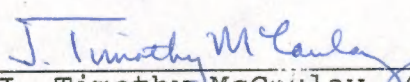
the purchase of office supplies for the Office Services Department;

involving a total cost of Fifty-Six Thousand Twenty-Eight and 06/100 Dollars (\$56,028.06+/-) - (O'Reilly's- \$13,719.89; Business Equipment - \$27,954.88; Lewis & Christen - \$5001.46; Xerox Corp. - \$812.16; Standard Stationery \$8539.67), all as more particularly set forth in said Reference #847 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.


Councilmember

APPROVED AS TO FORM
AND LEGALITY


J. Timothy McCauley, City Attorney

Read the first time in full and on motion by Schmidt, seconded by Stier, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, 19____, the _____, day of _____, at _____ o'clock _____ M., E.S.T.

DATED: 7-26-88

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Schmidt, seconded by Redd, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>6</u>			<u>3</u>
BRADBURY				<u>✓</u>
BURNS	<u>✓</u>			
GiaQUINTA				<u>✓</u>
HENRY				<u>✓</u>
LONG	<u>✓</u>			
REDD	<u>✓</u>			
SCHMIDT	<u>✓</u>			
STIER	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 8-9-88

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. 8-114-88
on the 9th day of August, 1988,

Sandra E. Kennedy ATTEST
SANDRA E. KENNEDY, CITY CLERK

SEAL James Stier
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 10th day of August, 1988, at the hour of 11:00 o'clock A. M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 10th day of August, 1988, at the hour of 2:15 o'clock P. M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

BILL NO. S-88-07-33

REPORT OF THE COMMITTEE ON FINANCE

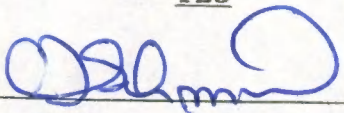

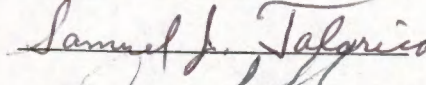
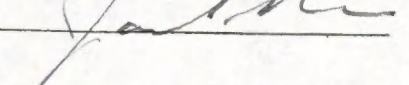
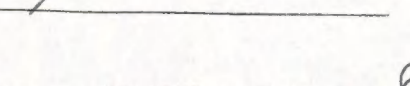
WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) approving the
awarding of Reference #847 by the City of Fort Wayne,
Indiana, by and through its Department of Purchasing and
O'Reillys, Business Equipment, Lewis & Christen, Xerox
Corp. and Standard Stationery for the Office Services
Department


HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

YES

NO

	DONALD J. SCHMIDT	
	CHAIRMAN	
	CHARLES B. REDD	
	VICE CHAIRMAN	
	SAMUEL J. TALARICO	
	JAMES S. STIER	
	JANET G. BRADBURY	

CONCURRED IN 8-9-88.


Sandra E. Kennedy
City Clerk

REFERENCE NO. 847
OFFICE SERVICES
YRLY OFFICE SUPPL

ITEM	QTY	UNIT	O'REILLY'S	BUS EQUIPMENT	LEWIS & CHRISTEN	XEROX	MID-CITY	STANDARD	STATION				
1	400	EA	+/-	\$0.89	\$356.00	\$0.84	\$336.00	\$0.869	\$347.600	N/B	\$0.000	N/B	\$0.000
2	200	EA	+/-	\$0.98	\$196.00	\$0.95	\$190.00	\$0.928	\$185.600	N/B	\$0.000	N/B	\$0.000
3	200	EA	+/-	\$1.15	\$230.00	\$1.25	\$250.00	\$1.114	\$222.800	N/B	\$0.000	N/B	\$0.000
4	800	EA	+/-	\$1.76	\$1,408.00	\$1.95	\$1,560.00	\$1.791	\$1,432.800	N/B	\$0.000	N/B	\$0.000
5	24	EA	+/-	\$2.10	\$50.40	\$2.00	\$48.00	\$3.975	\$95.400	N/B	\$0.000	N/B	\$0.000
6	24	EA	+/-	\$2.40	\$57.60	\$2.05	\$49.20	\$2.700	\$64.800	N/B	\$0.000	N/B	\$0.000
7	24	EA	+/-	\$2.40	\$57.60	\$6.25	\$150.00	\$8.208	\$196.992	N/B	\$0.000	N/B	\$0.000
8	24	EA	+/-	\$2.40	\$57.60	\$6.25	\$150.00	\$8.208	\$196.992	N/B	\$0.000	N/B	\$0.000
9	24	EA	+/-	\$2.40	\$57.60	\$3.75	\$90.00	\$4.927	\$118.248	N/B	\$0.000	N/B	\$0.000
10	30	EA	+/-	\$14.95	\$448.50	\$18.45	\$553.50	\$17.226	\$516.780	N/B	\$0.000	N/B	\$0.000
11	40	EA	+/-	\$9.78	\$391.20	\$6.85	\$274.00	\$10.867	\$434.680	N/B	\$0.000	N/B	\$0.000
12	12	G	+/-	\$74.88	\$898.56	\$57.00	\$684.00	\$60.624	\$727.488	N/B	\$0.000	N/B	\$0.000
13	200	EA	+/-	\$0.17	\$34.00	\$0.15	\$30.00	\$0.090	\$18.000	N/B	\$0.000	N/B	\$0.000
14	200	EA	+/-	\$0.17	\$34.00	\$0.15	\$30.00	\$0.090	\$18.000	N/B	\$0.000	N/B	\$0.000
15	1200	EA	+/-	\$0.31	\$372.00	\$0.32	\$384.00	\$0.301	\$361.200	N/B	\$0.000	N/B	\$0.000
16	1200	EA	+/-	\$0.23	\$276.00	\$0.22	\$264.00	\$0.212	\$254.400	N/B	\$0.000	N/B	\$0.000
17	1000	EA	+/-	\$0.19	\$190.00	\$0.19	\$190.00	\$0.178	\$178.000	N/B	\$0.000	N/B	\$0.000
18	60	EA	+/-	\$1.48	\$88.80	\$1.15	\$69.00	\$1.165	\$69.900	N/B	\$0.000	N/B	\$0.000
19	24	EA	+/-	\$1.61	\$38.64	\$1.25	\$30.00	\$1.289	\$30.936	N/B	\$0.000	N/B	\$0.000
20	40	M	+/-	\$40.00	\$1,600.00	\$36.00	\$1,440.00	\$39.060	\$1,562.400	N/B	\$0.000	N/B	\$0.000
21	20	M	+/-	\$52.00	\$1,040.00	\$48.00	\$960.00	\$51.460	\$1,029.200	N/B	\$0.000	N/B	\$0.000
22	2	M	+/-	\$184.00	\$368.00	\$170.00	\$340.00	\$181.040	\$362.080	N/B	\$0.000	N/B	\$0.000
23	2	M	+/-	\$235.00	\$470.00	\$210.00	\$420.00	\$233.120	\$466.240	N/B	\$0.000	N/B	\$0.000
24	500	EA	+/-	\$0.40	\$200.00	\$0.40	\$200.00	\$0.452	\$226.000	N/B	\$0.000	N/B	\$0.000
25	200	EA	+/-	\$0.47	\$94.00	\$0.49	\$98.00	\$0.517	\$103.400	N/B	\$0.000	N/B	\$0.000
26	1000	EA	+/-	\$0.57	\$570.00	\$0.485	\$485.00	\$0.55492	\$554.920	N/B	\$0.000	N/B	\$0.000
27	1000	EA	+/-	\$0.69	\$690.00	\$0.57	\$570.00	\$0.67797	\$677.970	N/B	\$0.000	N/B	\$0.000
28	15000	EA	+/-	\$0.68	\$10,200.00	\$0.57	\$8,550.00	\$0.663	\$9,945.000	N/B	\$0.000	N/B	\$0.000
29	1000	EA	+/-	\$0.78	\$780.00	\$0.67	\$670.00	\$0.773	\$773.000	N/B	\$0.000	N/B	\$0.000
30	1500	EA	+/-	\$0.80	\$1,200.00	\$0.68	\$1,020.00	\$0.786	\$1,179.000	N/B	\$0.000	N/B	\$0.000
31	1000	EA	+/-	\$0.94	\$940.00	\$0.78	\$780.00	\$0.913	\$913.000	N/B	\$0.000	N/B	\$0.000
32	30	EA	+/-	\$10.41	\$312.30	\$11.50	\$345.00	\$10.530	\$315.900	N/B	\$0.000	N/B	\$0.000
33	60	EA	+/-	\$1.16	\$69.60	\$0.95	\$57.00	\$1.129	\$67.740	N/B	\$0.000	N/B	\$0.000
34	60	EA	+/-	\$1.04	\$62.40	\$0.85	\$51.00	\$1.016	\$60.960	N/B	\$0.000	N/B	\$0.000
35	120	EA	+/-	\$1.22	\$146.40	\$0.98	\$117.60	\$1.192	\$143.040	N/B	\$0.000	N/B	\$0.000
36	2	M	+/-	\$54.00	\$108.00	\$54.50	\$109.00	\$57.040	\$114.080	N/B	\$0.000	N/B	\$0.000
37	4	M	+/-	\$69.00	\$276.00	\$75.00	\$300.00	\$74.400	\$297.600	N/B	\$0.000	N/B	\$0.000
38	1	M	+/-	\$85.00	\$85.00	\$92.50	\$92.50	\$93.000	\$93.000	N/B	\$0.000	N/B	\$0.000
39	1	M	+/-	\$94.00	\$94.00	\$99.00	\$99.00	\$99.200	\$99.200	N/B	\$0.000	N/B	\$0.000
40	1	M	+/-	\$48.00	\$48.00	\$45.00	\$45.00	\$45.880	\$45.880	N/B	\$0.000	N/B	\$0.000
41	2	M	+/-	\$79.00	\$158.00	\$87.00	\$174.00	\$75.640	\$151.280	N/B	\$0.000	N/B	\$0.000
42	1	M	+/-	\$84.00	\$84.00	\$90.00	\$90.00	\$89.280	\$89.280	N/B	\$0.000	N/B	\$0.000
43	10	M	+/-	\$60.00	\$600.00	\$64.00	\$640.00	\$59.520	\$595.200	N/B	\$0.000	N/B	\$0.000
44	24	EA	+/-	\$8.82	\$211.68	\$8.40	\$201.60	\$8.662	\$207.888	N/B	\$0.000	N/B	\$0.000
45	48	EA	+/-	\$5.69	\$273.12	\$7.50	\$360.00	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
46	48	EA	+/-	\$7.27	\$348.96	\$13.50	\$648.00	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
47	24	EA	+/-	\$10.48	\$251.52	\$10.25	\$246.00	\$10.019	\$240.456	N/B	\$0.000	N/B	\$0.000
48	36	SET	+/-	\$1.27	\$45.72	\$0.72	\$25.92	\$13.660	\$491.760	N/B	\$0.000	N/B	\$0.000
49	24	EA	+/-	\$0.98	\$23.52	\$1.05	\$25.20	\$1.038	\$24.912	N/B	\$0.000	N/B	\$0.000
50	10	EA	+/-	\$2.10	\$21.00	\$3.32	\$13.20	\$2.050	\$20.500	N/B	\$0.000	N/B	\$0.000

51	10 EA	+/	\$2.98	\$29.80	\$1.90	\$19.00	\$4.268	\$42.680	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
52	10 EA	+/	\$4.35	\$43.50	\$2.70	\$27.00	\$4.268	\$42.680	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
53	48 EA	+/	\$2.70	\$129.60	\$1.95	\$93.60	\$2.651	\$127.248	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
54	24 EA	+/	\$3.45	\$82.80	\$2.20	\$52.80	\$3.314	\$79.536	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
55	48 EA	+/	\$1.94	\$93.12	\$1.50	\$72.00	\$1.530	\$73.440	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
56	10 EA	+/	\$3.45	\$34.50	\$3.95	\$39.50	\$3.414	\$34.140	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
57	20 M	+/	\$2.80	\$56.00	\$2.50	\$50.00	\$2.666	\$53.320	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
58	10 M	+/	\$5.20	\$52.00	\$4.30	\$43.00	\$4.588	\$45.880	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
59	8 M	+/	\$8.25	\$66.00	\$6.80	\$54.40	\$7.378	\$59.024	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
60	15 C	+/	\$2.80	\$42.00	\$1.75	\$26.25	\$2.219	\$33.285	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
61	4 M	+/	\$45.00	\$180.00	\$27.00	\$108.00	\$11.408	\$45.632	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
62	1 M	+/	\$28.00	\$28.00	\$19.80	\$19.80	\$57.040	\$57.040	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
63	1 M	+/	\$21.00	\$21.00	\$13.50	\$13.50	\$42.904	\$42.904	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
64	200 EA	+/	\$1.65	\$330.00	\$1.55	\$310.00	\$1.560	\$312.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
65	30 EA	+/	\$1.65	\$49.50	\$1.55	\$46.50	\$2.046	\$61.380	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
66	30 EA	+/	\$3.35	\$100.50	\$3.30	\$99.00	\$3.430	\$102.900	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
67	30 EA	+/	\$1.65	\$49.50	\$2.05	\$61.50	\$2.554	\$76.620	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
68	800 EA	+/	\$0.105	\$84.00	\$0.078	\$62.40	\$0.10924	\$87.392	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
69	800 EA	+/	\$0.105	\$84.00	\$0.078	\$62.40	\$0.10924	\$87.392	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
70	20 GRS	+/	\$59.00	\$1,180.00	\$60.00	\$1,200.00	\$64.512	\$1,290.240	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
71	20 GRS	+/	\$53.00	\$1,060.00	\$49.80	\$996.00	\$54.864	\$1,097.280	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
72	12 GRS	+/	\$28.00	\$336.00	\$25.80	\$309.60	\$27.216	\$326.592	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
73	3 M	+/	\$65.00	\$195.00	\$72.00	\$216.00	\$71.920	\$215.760	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
74	12 EA	+/	\$0.74	\$8.88	\$0.73	\$8.76	\$0.556	\$6.672	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
75	24 EA	+/	\$1.20	\$28.80	\$1.20	\$28.80	\$1.009	\$24.216	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
76	15 EA	+/	\$0.99	\$14.85	\$0.98	\$14.70	\$1.242	\$18.630	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
77	50 EA	+/	\$2.20	\$110.00	\$2.70	\$135.00	\$1.800	\$90.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
78	6 EA	+/	\$7.75	\$46.50	\$7.60	\$45.60	\$8.152	\$48.912	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
79	6 EA	+/	\$4.80	\$28.80	\$4.70	\$28.20	\$5.069	\$30.414	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
80	6 EA	+/	\$5.90	\$35.40	\$5.80	\$34.80	\$6.230	\$37.380	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
81	6 EA	+/	\$4.80	\$28.80	\$4.70	\$28.20	\$5.056	\$30.336	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
82	6 EA	+/	\$8.98	\$53.88	\$8.90	\$53.40	\$9.533	\$57.198	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
83	8 EA	+/	\$3.50	\$28.00	\$3.30	\$26.40	\$3.599	\$28.792	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
84	6 EA	+/	\$10.30	\$61.80	\$10.30	\$61.80	\$11.003	\$66.018	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
85	240 EA	+/	\$3.90	\$936.00	\$4.20	\$1,008.00	\$4.302	\$1,032.480	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
86	240 EA	+/	\$4.35	\$1,044.00	\$4.70	\$1,128.00	\$4.798	\$1,151.520	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
87	60 EA	+/	\$1.98	\$118.80	\$2.10	\$126.00	\$2.182	\$130.920	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
88	24 EA	+/	\$0.99	\$23.76	\$0.95	\$22.80	\$0.786	\$18.864	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
89	120 EA	+/	\$0.85	\$102.00	\$0.95	\$114.00	\$0.890	\$106.800	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
90	60 EA	+/	\$0.99	\$59.40	\$1.00	\$60.00	\$0.988	\$59.280	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
91	100 M	+/	\$1.40	\$140.00	\$1.10	\$110.00	\$1.078	\$107.800	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
92	12 EA	+/	\$0.45	\$5.40	\$0.40	\$4.80	\$0.337	\$4.044	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
93	20 M	+/	\$4.25	\$85.00	\$3.35	\$67.00	\$3.470	\$69.400	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
94	180 EA	+/	\$0.51	\$91.80	\$0.53	\$95.40	\$0.469	\$84.420	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
95	120 EA	+/	\$0.68	\$81.60	\$0.71	\$85.20	\$0.630	\$75.600	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
96	48 EA	+/	\$0.79	\$37.92	\$0.58	\$27.84	\$0.865	\$41.520	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
97	48 EA	+/	\$0.39	\$18.72	\$0.40	\$19.20	\$0.407	\$19.536	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
98	72 EA	+/	\$0.80	\$57.60	\$0.75	\$54.00	\$0.817	\$58.824	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
99	72 EA	+/	\$2.34	\$168.48	\$2.00	\$144.00	\$2.293	\$165.096	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
100	120 EA	+/	\$0.77	\$92.40	\$0.95	\$114.00	\$0.729	\$87.480	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
101	60 EA	+/	\$1.28	\$76.80	\$1.45	\$87.00	\$1.134	\$68.040	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
102	48 EA	+/	\$0.95	\$45.60	\$1.12	\$53.76	\$1.063	\$51.024	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
103	48 EA	+/	\$0.33	\$15.84	\$0.30	\$14.40	\$0.359	\$17.232	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
104	30 EA	+/	\$3.90	\$117.00	\$3.85	\$115.50	\$4.178	\$125.340	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
105	8 EA	+/	\$10.98	\$87.84	\$10.15	\$81.20	\$10.986	\$87.888	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
106	120 EA	+/	\$0.33	\$39.60	\$0.30	\$36.00	\$0.329	\$39.480	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000

107	6 EA	+/	\$2.95	\$17.70	\$3.05	\$18.30	\$3.180	\$19.080	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
108	8 GRS	+/	\$4.80	\$38.40	\$5.20	\$41.60	\$4.698	\$37.584	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$25.360
109	4 EA	+/	\$3.69	\$14.76	\$3.80	\$15.20	\$3.905	\$15.620	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
110	6 EA	+/	\$4.05	\$24.30	\$4.45	\$26.70	\$4.374	\$26.244	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
111	120 EA	+/	\$2.64	\$316.80	\$2.35	\$282.00	\$1.811	\$217.320	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$1.57	\$188.400
112	30 DOZ	+/	\$0.80	\$24.00	\$0.88	\$26.40	\$10.060	\$301.800	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.92	\$27.600
113	8 EA	+/	\$4.21	\$33.68	\$4.55	\$36.40	\$4.833	\$38.664	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.88	\$0.000
114	72 EA	+/	\$1.25	\$90.00	\$0.85	\$61.20	\$1.240	\$89.280	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$63.360
115	120 EA	+/	\$1.40	\$168.00	\$1.49	\$178.80	\$1.550	\$186.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
116	96 EA	+/	\$5.20	\$499.20	\$5.85	\$561.60	\$5.294	\$508.224	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
117	24 EA	+/	\$0.3075	\$7.38	\$0.3166	\$7.60	\$0.332	\$7.968	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
118	5 C	+/	\$4.30	\$21.50	\$4.10	\$20.50	\$4.374	\$21.870	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
119	200 EA	+/	\$1.75	\$350.00	\$1.92	\$384.00	\$1.444	\$288.800	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$1.27	\$254.000
120	1500 EA	+/	\$2.65	\$3,975.00	\$0.1675	\$251.25	\$0.042	\$63.000	\$0.14	\$210.000	N/B	\$0.000	N/B	\$0.000	\$0.1022	\$153.300	
121	70 EA	+/	\$3.99	\$279.30	\$4.05	\$283.50	\$3.782	\$264.740	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$1.77	\$123.900	
122	96 EA	+/	\$0.34	\$32.64	\$0.40	\$38.40	\$0.348	\$33.408	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
123	40 GRS	+/	\$15.75	\$630.00	\$17.00	\$680.00	\$15.650	\$626.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$11.17	\$446.800	
124	12 EA	+/	\$2.43	\$29.16	\$2.60	\$31.20	\$2.332	\$27.984	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.92	\$11.040	
125	2 EA	+/	\$6.00	\$12.00	\$4.98	\$9.96	\$6.183	\$12.366	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
126	6 GRS	+/	\$88.00	\$528.00	\$88.80	\$532.80	\$113.468	\$680.808	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$18.22	\$109.320	
127	24 EA	+/	\$0.39	\$9.36	\$0.45	\$10.80	\$0.378	\$9.072	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
128	24 EA	+/	\$2.04	\$48.96	\$1.90	\$45.60	\$1.875	\$45.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
129	24 EA	+/	\$1.07	\$25.68	\$1.00	\$24.00	\$0.951	\$22.824	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
130	40 GRS	+/	\$10.90	\$436.00	\$25.80	\$1,032.00	\$13.392	\$535.680	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$10.02	\$400.800	
131	20 GRS	+/	\$30.50	\$610.00	\$33.00	\$660.00	\$32.140	\$642.800	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$10.02	\$200.400	
132	120 EA	+/	\$2.20	\$264.00	\$2.10	\$252.00	\$0.545	\$65.400	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
133	160 EA	+/	\$0.40	\$64.00	\$0.40	\$64.00	\$0.390	\$62.400	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
134	48 EA	+/	\$0.43	\$20.64	\$0.34	\$16.32	\$0.604	\$28.992	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
135	1 EA	+/	\$29.75	\$29.75	\$29.50	\$29.50	\$25.920	\$25.920	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
136	48 EA	+/	\$0.53	\$25.44	\$0.58	\$27.84	\$0.693	\$33.264	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
137	48 EA	+/	\$0.66	\$31.68	\$0.74	\$35.52	\$0.835	\$40.080	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
138	48 EA	+/	\$0.75	\$36.00	\$0.85	\$40.80	\$1.012	\$48.576	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
139	148 EA	+/	\$1.99	\$294.52	\$1.20	\$177.60	\$2.158	\$319.384	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.82	\$121.360	
140	148 EA	+/	\$4.50	\$666.00	\$6.25	\$925.00	\$12.107	\$1,791.836	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$3.17	\$469.160	
141	4 GRS	+/	\$19.65	\$78.60	\$21.60	\$86.40	\$24.706	\$98.824	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$10.97	\$43.880	
142	4 GRS	+/	\$24.60	\$98.40	\$27.00	\$108.00	\$24.706	\$98.824	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$10.97	\$43.880	
143	36 EA	+/	\$0.42	\$15.12	\$0.42	\$15.12	\$0.486	\$17.496	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$2.72	\$97.920	
144	6 EA	+/	\$0.99	\$5.94	\$0.92	\$5.52	\$0.918	\$5.508	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$7.24	\$43.440	
145	300 EA	+/	\$0.56	\$168.00	\$0.65	\$195.00	\$0.520	\$156.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
146	60 EA	+/	\$1.60	\$96.00	\$1.45	\$87.00	\$1.573	\$94.380	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
147	12 EA	+/	\$10.50	\$126.00	\$12.00	\$144.00	\$10.332	\$123.984	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
148	148 EA	+/	\$0.48	\$71.04	\$0.35	\$51.80	\$0.645	\$95.460	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.292	\$43.216	
149	12 EA	+/	\$13.14	\$157.68	\$12.50	\$150.00	\$11.171	\$134.052	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$9.92	\$119.040	
150	20 EA	+/	\$7.10	\$142.00	\$8.95	\$179.00	\$8.127	\$162.540	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$6.82	\$136.400	
151	24 EA	+/	\$12.98	\$311.52	\$12.35	\$296.40	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
152	60 EA	+/	\$2.40	\$144.00	\$2.55	\$153.00	\$2.728	\$163.680	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.77	\$46.200	
153	200 EA	+/	\$0.98	\$196.00	\$1.03	\$206.00	\$1.116	\$223.200	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.54	\$108.000	
154	600 EA	+/	\$1.30	\$780.00	\$1.35	\$810.00	\$1.475	\$885.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.707	\$424.200	
155	72 EA	+/	\$2.25	\$162.00	\$2.39	\$172.08	\$2.579	\$185.688	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$1.37	\$98.640	
156	72 EA	+/	\$1.86	\$133.92	\$1.90	\$136.80	\$2.936	\$211.392	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
157	72 EA	+/	\$2.34	\$168.48	\$2.39	\$172.08	\$3.633	\$261.576	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
158	120 EA	+/	\$2.50	\$300.00	\$2.55	\$306.00	\$3.633	\$435.960	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.577	\$69.240	
159	72 EA	+/	\$4.85	\$349.20	\$5.15	\$370.80	\$8.175	\$588.600	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$1.17	\$84.240	
160	75 FT	+/	\$0.2854	\$21.41	\$0.25	\$18.75	\$2.542	\$190.650	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
161	24 EA	+/	\$0.51	\$12.24	\$0.53	\$12.72	\$0.477	\$11.448	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000
162	48 EA	+/	\$0.65	\$31.20	\$0.68	\$32.64	\$0.477	\$22.896	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000

163	96	EA	+/	\$0.83	\$79.68	\$0.86	\$82.56	\$0.477	\$45.792	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
164	24	EA	+/	\$2.56	\$61.44	\$2.44	\$58.56	\$2.554	\$61.296	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
165	36	EA	+/	\$0.71	\$25.56	\$0.90	\$32.40	\$0.567	\$20.412	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
166	36	EA	+/	\$0.71	\$25.56	\$0.90	\$32.40	\$0.567	\$20.412	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
167	72	EA	+/	\$3.19	\$229.68	\$3.35	\$241.20	\$3.571	\$257.112	\$0.000	N/B	\$0.000	N/B	\$0.000	\$1.07	\$77.040
168	72	EA	+/	\$0.34	\$24.48	\$0.45	\$32.40	\$0.399	\$28.728	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
169	72	EA	+/	\$3.10	\$223.20	\$3.70	\$266.40	\$4.135	\$297.720	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
170	100	EA	+/	\$0.90	\$90.00	\$0.98	\$98.00	\$0.704	\$70.400	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
171	48	EA	+/	\$0.94	\$45.12	\$0.55	\$26.40	\$0.634	\$30.432	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
172	48	EA	+/	\$2.15	\$103.20	\$2.60	\$124.80	\$2.901	\$139.248	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
173	48	EA	+/	\$3.55	\$170.40	\$4.00	\$192.00	\$4.464	\$214.272	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
174	48	EA	+/	\$4.20	\$201.60	\$5.00	\$240.00	\$5.480	\$263.040	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
175	10	GRS	+/	\$108.00	\$1,080.00	\$122.40	\$1,224.00	\$104.025	\$1,040.250	\$0.000	N/B	\$0.000	N/B	\$0.000	\$96.88	\$968.800
176	1	GRS	+/	\$66.24	\$66.24	\$77.70	\$77.70	\$71.331	\$71.331	\$0.000	N/B	\$0.000	N/B	\$0.000	\$64.37	\$64.370
177	4	GRS	+/	\$113.76	\$455.04	\$129.60	\$518.40	\$125.759	\$503.036	\$0.000	N/B	\$0.000	N/B	\$0.000	\$108.88	\$435.520
178	2	GRS	+/	\$113.76	\$227.52	\$136.80	\$273.60	\$125.759	\$251.518	\$0.000	N/B	\$0.000	N/B	\$0.000	\$108.88	\$217.760
179	48	EA	+/	\$0.95	\$45.60	\$1.80	\$86.40	\$1.242	\$59.616	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
180	24	EA	+/	\$0.57	\$13.68	\$0.79	\$18.96	\$0.562	\$13.488	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
181	6	EA	+/	\$3.90	\$23.40	\$5.00	\$30.00	\$5.886	\$35.316	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
182	5	EA	+/	\$9.85	\$49.25	\$11.95	\$59.75	\$10.962	\$54.810	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
183	6	EA	+/	\$2.40	\$14.40	\$2.90	\$17.40	\$2.673	\$16.038	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
184	12	EA	+/	\$1.80	\$21.60	\$1.50	\$18.00	\$1.755	\$21.060	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
185	100	EA	+/	\$0.75	\$75.00	\$0.43	\$43.00	\$0.634	\$63.400	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
186	72	EA	+/	\$0.93	\$66.96	\$0.55	\$39.60	\$0.375	\$27.000	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.27	\$19.440
187	48	EA	+/	\$1.80	\$86.40	\$1.65	\$79.20	\$1.107	\$53.136	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
188	400	EA	+/	\$0.88	\$352.00	\$0.69	\$276.00	\$0.620	\$248.000	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.33	\$132.000
189	96	EA	+/	\$1.85	\$177.60	\$1.75	\$168.00	\$1.872	\$179.712	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
190	12	EA	+/	\$4.45	\$53.40	\$4.15	\$49.80	\$4.671	\$56.052	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
191	12	EA	+/	\$1.19	\$14.28	\$1.25	\$15.00	\$1.971	\$23.652	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
192	24	EA	+/	\$2.50	\$60.00	\$2.80	\$67.20	\$2.268	\$54.432	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
193	24	EA	+/	\$1.80	\$43.20	\$1.89	\$45.36	\$1.620	\$38.880	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
194	40	EA	+/	\$1.75	\$70.00	\$1.58	\$63.20	N/B	\$0.000	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
195	24	EA	+/	\$12.54	\$300.96	\$11.25	\$270.00	\$14.728	\$353.472	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
196	120	EA	+/	\$1.75	\$210.00	\$1.89	\$226.80	N/B	\$0.000	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
197	24	EA	+/	\$7.25	\$174.00	\$6.25	\$150.00	\$7.790	\$186.960	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
198	24	EA	+/	\$5.45	\$130.80	\$4.50	\$108.00	\$5.740	\$137.760	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
199	48	EA	+/	\$1.75	\$84.00	\$2.80	\$134.40	N/B	\$0.000	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
200	20	GRS	+/	\$33.00	\$660.00	\$45.00	\$900.00	\$32.508	\$650.160	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
201	20	GRS	+/	\$33.00	\$660.00	\$45.00	\$900.00	\$32.508	\$650.160	\$0.000	N/B	\$0.000	N/B	\$0.000	\$18.27	\$365.400
202	2	M	+/	\$7.53	\$15.06	\$7.55	\$15.10	\$6.655	\$13.310	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
203	20	EA	+/	\$7.98	\$159.60	\$5.50	\$110.00	\$9.378	\$187.560	\$0.000	N/B	\$0.000	N/B	\$0.000	\$20.72	\$414.400
204	12	EA	+/	\$2.05	\$24.60	\$1.60	\$19.20	\$2.484	\$29.808	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
205	12	EA	+/	\$2.60	\$31.20	\$1.60	\$19.20	\$2.808	\$33.696	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
206	2000	EA	+/	\$0.24	\$480.00	\$0.255	\$510.00	\$0.27776	\$555.520	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
207	100	EA	+/	\$0.49	\$49.00	\$0.37	\$37.00	\$0.4836	\$48.360	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.34	\$680.000
208	100	EA	+/	\$0.56	\$56.00	\$0.41	\$41.00	\$0.44392	\$44.392	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.28	\$28.000
209	48	EA	+/	\$1.95	\$93.60	\$1.28	\$61.44	\$1.661	\$79.728	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.30	\$30.000
210	40	EA	+/	\$1.56	\$62.40	\$0.50	\$20.00	\$1.163	\$46.520	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
211	240	EA	+/	\$3.21	\$770.40	\$1.60	\$384.00	\$4.501	\$1,080.240	\$0.000	N/B	\$0.000	N/B	\$0.000	\$2.84	\$681.600
212	500	EA	+/	\$1.21	\$605.00	\$0.92	\$460.00	\$2.542	\$1,271.000	\$0.000	N/B	\$0.000	N/B	\$0.000	\$1.98	\$990.000
213	500	EA	+/	\$1.53	\$765.00	\$1.25	\$625.00	\$2.120	\$1,060.000	\$0.000	N/B	\$0.000	N/B	\$0.000	\$2.36	\$1,180.000
214	2	M	+/	\$38.00	\$76.00	\$26.80	\$53.60	N/B	\$0.000	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
215	4	M	+/	\$23.00	\$92.00	\$21.95	\$87.80	\$31.620	\$126.480	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
216	4	M	+/	\$5.75	\$23.00	\$6.30	\$25.20	\$5.575	\$22.300	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
217	1	M	+/	\$28.00	\$28.00	\$19.90	\$19.90	\$31.050	\$31.050	\$0.000	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000
218	600	EA	+/	\$1.30	\$780.00	\$1.48	\$888.00	\$1.132	\$679.200	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.948	\$568.800

219	10	EA	+/	\$1.33	\$13.30	\$1.30	\$13.00	\$1.290	\$12.900	N/B	\$0.000	N/B	\$0.000	\$0.000
220	60	EA	+/	\$6.75	\$405.00	\$5.30	\$318.00	\$6.758	\$405.480	N/B	\$0.000	N/B	\$0.000	\$0.000
221	96	EA	+/	\$1.69	\$162.24	\$1.39	\$133.44	\$1.723	\$165.408	N/B	\$0.000	N/B	\$0.000	\$0.000
222	4	EA	+/	\$4.25	\$17.00	\$3.95	\$15.80	\$3.272	\$13.088	N/B	\$0.000	N/B	\$0.000	\$0.000
223	120	EA	+/	\$0.99	\$118.80	\$1.00	\$120.00	\$0.771	\$92.520	N/B	\$0.000	N/B	\$0.000	\$37.200
224	12	EA	+/	\$12.00	\$144.00	\$11.50	\$138.00	\$11.606	\$139.272	N/B	\$0.000	N/B	\$184.320	\$0.000
225	8	GRS	+/	\$58.00	\$464.00	\$51.00	\$408.00	\$62.496	\$499.968	\$54.72	\$437.760	\$15.36	\$898.560	\$0.000
226	6	EA	+/	\$7.35	\$44.10	\$6.75	\$40.50	\$7.290	\$43.740	N/B	\$0.000	N/B	\$0.000	\$0.000
227	6	EA	+/	\$7.80	\$46.80	\$7.15	\$42.90	\$7.776	\$46.656	N/B	\$0.000	N/B	\$0.000	\$0.000
228	10	EA	+/	\$7.35	\$73.50	\$6.75	\$67.50	\$7.290	\$72.900	N/B	\$0.000	N/B	\$0.000	\$0.000
229	6	EA	+/	\$7.80	\$46.80	\$7.15	\$42.90	\$7.776	\$46.656	N/B	\$0.000	N/B	\$0.000	\$0.000
230	48	EA	+/	\$0.90	\$43.20	\$1.05	\$50.40	\$1.282	\$61.536	N/B	\$0.000	N/B	\$0.000	\$0.000
231	120	EA	+/	\$1.38	\$165.60	\$1.50	\$180.00	\$1.388	\$166.560	N/B	\$0.000	N/B	\$0.000	\$0.000
232	36	EA	+/	\$10.50	\$378.00	\$7.80	\$280.80	\$10.924	\$393.264	N/B	\$0.000	N/B	\$0.000	\$0.000
233	100	EA	+/	\$2.00	\$200.00	\$1.55	\$155.00	\$2.046	\$204.600	N/B	\$0.000	N/B	\$0.000	\$0.000
234	30	EA	+/	\$1.94	\$58.20	\$1.35	\$40.50	\$2.194	\$65.820	N/B	\$0.000	N/B	\$0.000	\$0.000
235	6	GRS	+/	\$165.00	\$990.00	\$144.00	\$864.00	\$163.680	\$982.080	\$135.36	\$812.160	\$201.60	\$1,209.600	\$0.000
236	3	GRS	+/	\$482.00	\$1,446.00	\$445.00	\$1,335.00	\$533.894	\$1,601.682	N/B	\$0.000	\$419.04	\$1,257.120	\$0.000
237	4	GRS	+/	\$58.00	\$232.00	\$51.00	\$204.00	\$62.496	\$249.984	N/B	\$0.000	\$112.32	\$449.280	\$0.000
238	48	EA	+/	\$9.75	\$468.00	\$10.00	\$480.00	\$9.072	\$435.456	N/B	\$0.000	N/B	\$0.000	\$0.000
239	288	EA	+/	\$1.92	\$552.96	\$2.15	\$619.20	\$1.884	\$542.592	N/B	\$0.000	N/B	\$0.000	\$0.000
240	120	EA	+/	\$0.50	\$60.00	\$0.56	\$67.20	\$0.496	\$59.520	N/B	\$0.000	N/B	\$0.000	\$0.000
241	10	GRS	+/	\$94.00	\$940.00	\$99.35	\$993.50	\$107.136	\$1,071.360	N/B	\$0.000	N/B	\$0.000	\$737.700
242	20	GRS	+/	\$72.00	\$1,440.00	\$76.30	\$1,526.00	\$82.137	\$1,642.740	N/B	\$0.000	N/B	\$0.000	\$60.27
243	10	GRS	+/	\$32.00	\$320.00	\$33.35	\$333.50	\$43.2115	\$432.115	N/B	\$0.000	N/B	\$0.000	\$264.700
244	6	GRS	+/	\$54.00	\$324.00	\$56.10	\$336.60	\$60.710	\$364.260	N/B	\$0.000	N/B	\$0.000	\$284.220
245	200	EA	+/	\$3.75	\$750.00	\$3.05	\$610.00	\$3.999	\$799.800	N/B	\$0.000	N/B	\$0.000	\$0.000
246	12	EA	+/	\$9.98	\$119.76	\$12.45	\$149.40	\$11.326	\$135.912	N/B	\$0.000	N/B	\$0.000	\$47.37
247	12	EA	+/	\$3.25	\$39.00	\$4.25	\$51.00	\$4.063	\$48.756	N/B	\$0.000	N/B	\$0.000	\$0.000
248	8	EA	+/	\$9.75	\$78.00	\$9.45	\$75.60	\$10.570	\$84.560	N/B	\$0.000	N/B	\$0.000	\$0.000
249	6	EA	+/	\$5.75	\$34.50	\$5.55	\$33.30	\$6.210	\$37.260	N/B	\$0.000	N/B	\$0.000	\$0.000
250	8	EA	+/	\$4.30	\$34.40	\$4.10	\$32.80	\$5.697	\$45.576	N/B	\$0.000	N/B	\$0.000	\$0.000
251	8	EA	+/	\$4.80	\$38.40	\$4.55	\$36.40	\$6.115	\$48.920	N/B	\$0.000	N/B	\$0.000	\$0.000
252	8	EA	+/	\$5.40	\$43.20	\$5.10	\$40.80	\$7.668	\$61.344	N/B	\$0.000	N/B	\$0.000	\$0.000
253	96	EA	+/	\$6.60	\$633.60	\$6.40	\$614.40	\$8.010	\$768.960	N/B	\$0.000	N/B	\$0.000	\$0.000
254	12	EA	+/	\$10.29	\$123.48	\$8.75	\$105.00	\$8.991	\$107.892	N/B	\$0.000	N/B	\$0.000	\$0.000
255	60	EA	+/	\$2.38	\$142.80	\$2.65	\$159.00	\$2.889	\$173.340	N/B	\$0.000	N/B	\$0.000	\$0.000
256	24	EA	+/	\$3.18	\$76.32	\$1.75	\$42.00	N/B	\$0.000	N/B	\$0.000	N/B	\$0.000	\$0.000

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE July 7, 1988 BID REFERENCE #847

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M., ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT.

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.


THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).


PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: %
IF PAID WITHIN DAYS. OUR TERMS ARE NET 15 DAYS

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME LEWIS - CHRISTAN OFFICE SUPPLY
STREET ADDRESS 500 W. MAIN ST
CITY F. WAYNE, IND 46802
BY Thomas L. Lewis PHONE 424-7455
REPRESENTATIVE SIGNATURE
THOMAS L. LEWIS PRESIDENT

 12. Performance Bond. The successful bidder, at the time of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.

 13. Councilmanic Approval and Ratification of Contract. This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ _____.
(if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

BY OUR TRUCK

IN A TIMELY FASHION

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ _____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

determination of the damages that would be incurred by the City of Fort Wayne, and therefore provide for liquidated damages in the sum of \$ 0 per day as a reasonable estimate as to the damages which would be incurred by the City of Fort Wayne. The parties further agree that causes beyond the control of the contractor may delay the completion date. Therefore, the parties agree that delays in the completion date beyond the control of the contractor shall not result in the liquidated damages.

Delays beyond the control of the contractor can include but are not necessarily limited to, the following: Acts of God, strikes, lockouts or industrial disturbances, acts of public enemies, restraining orders of any kind by the government of the United States of America or the Government of any state or any of their departments, agencies, or officials, or any civil or military authority, insurrections, riots, landslides, earthquakes, fires, incapacitating storms, floods, and explosions.

OPTIONAL RENEWAL

☐ By mutual agreement between the City of Fort Wayne and the supplier, the contract period may be extended for an additional period not to exceed one (1) year. However, the agreement to extend must be completed in writing not less than fifteen (15) days prior to expiration date. The contract may be extended only at the same price and under the same conditions governing the original contract.

INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be conducted by the persons named below. Only these persons will have the authority to accept or reject the bids. In the event the individual or individuals listed below are no longer employed by the City or are no longer employed in the position stated, the person or persons assuming their positions will be responsible for the acceptance or rejection.

<u>NAME</u>	<u>TITLE</u>
<u>DEE DENSEL</u>	<u>DEPARTMENT HEAD 427-1298</u>
<u>GLORIA J. GOEGLEIN</u>	<u>PURCHASING DIRECTOR 427-1101</u>

Any questions pertaining to the Bid Package itself, should be directed to:

DOTTIE HANNEMAN (219)427-1101 SUPERVISOR

MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- A. _____ The undersigned firm certifies that it is an MBE/WBE Contractor (cross out inapplicable provision).
 For MBE specify percentage of minority ownership ____%.
 For WBE specify percentage of women ownership ____%.

- B. _____ The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm _____ (cross out inapplicable provision) is a joint venture partner.

The MBE/WBE firm (cross out inapplicable provision), shall have ____% participation (employees) ____% participation (costs) in this project.

Specify the percentage of minority/women ownership in the MBE/WBE firm ____%. (Cross out inapplicable provision.)

- C. _____ The undersigned commits ____% of the total bid price as a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

- D. _____ The undersigned commits ____% of the total bid price as a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

E. Complete (1.) and (2.) below if participation goals of 7% MBE and 2% WBE have not been met.

1. My Company cannot meet the participation goals for the following reasons: _____

WE ARE A SMALL BUSINESS PRIVATELY
Held. WE DON'T SUBCONTRACT ANY
OF OUR SERVICES. WE DO PURCHASE FROM
SOME COMPANIES WHICH ARE WOMEN OWNED

2. We have taken the following steps in an attempt to comply with these participation goals: _____

WE PURCHASE PRODUCT FROM WOMEN OWNED COMPANIES
AND HAVE SOUGHT TO EMPLOY WOMEN AND MINORITIES
FOR VARIOUS LEVELS OF JOBS & RESPONSIBILITIES
IN OUR ORGANIZATION.

(Attach additional sheets as necessary.)

Contractor: LEWIS, CHRISTEN

Contractor: _____

By: Thomas Lewis

By: _____

Its: PRESIDENT

Its: _____

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of LEWIS + CHRISTEN OFFICE
SUPPLY Co., INC., does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of LEWIS - CHRISTEN OFFICE
SUPPLY Co., INC., that LEWIS - CHRISTEN
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 7TH day of JULY, 1988.

LEWIS - CHRISTEN OFFICE SUPPLY Co. I.
(Name of Bidder/Vendor)

Thomas L. Lewis
THOMAS L. LEWIS PRESIDENT
(Name and Title of Person Signing)

I N S T R U C T I O N S T O B I D D E R S
E Q U A L E M P L O Y M E N T O P P O R T U N I T Y
A F F I R M A T I V E A C T I O N P R O G R A M

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY: The Equal Employment Opportunity Policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minority persons in all of the various job categories when needed and the firm should establish specific goals to increase the number of minorities in the various job categories through hiring or promotion.

The City of Fort Wayne has approved some goals and timetables to serve as guidelines for firms with whom it does business. All firms doing business with the City should employ a representative number of minorities in all job classifications within a four year period, using the percentage of the non-white population as a goal. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm's Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its "good faith" effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the "good faith" effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities are currently being underutilized in any one or more job categories. ("Underutilization" means having fewer minorities in a particular job category than would reasonably be expected by their availability). Consideration of "good faith" effort shall also be given to the following factors:

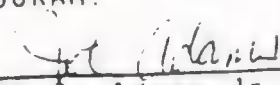
1. The minority population of the labor area:
A copy of the Standard Metropolitan Statistical Area for the City of Fort Wayne is provided by the Indiana State Employment Service. If you live outside the state, your local State Employment Service will provide manpower information for your area.
2. The size of the minority unemployment force in the labor area. (See Manpower statistics for your area).
3. The percentage of the minority work force as compared with the total work force in the immediate labor area. (See Manpower statistics for your area).
4. The general availability of minorities having requisite skills in the immediate labor area. (See Manpower statistics for your area).

EEO/AA/10/1/87

5. The availability of minorities having requisite skills in an area in which the facility can reasonably recruit. (See Manpower statistics for your area).
6. The availability of promotable minority employees within facilities organization. (See workforce analysis page 2, item IV).
7. The anticipated expansion, contraction and turnover of and in the work force. (You must project future vacancies caused by new positions or promotions).
8. The existence of training institutions capable of training minorities in the requisite skills. (Contact training institutions in your area).
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities. (You must do an in-house survey).
10. The use of recruitment sources where minorities can be secured.
11. You must complete all sections of the Affirmative Action Documents.
12. Compliance Review - The purpose of a compliance review is to determine if the contractor maintains nondiscriminatory hiring and employment practices and is taking affirmative action to insure that applicants are employed and that employees are placed, trained, upgraded, promoted, terminated, otherwise treated during employment without regards to race, color, religion, sex or national origin. It shall consist of a comprehensive analysis and evaluation of each aforementioned practices and policies and conditions resulting therefrom.

Every effort should be directed to increase materially the number of minorities at all levels in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical and skilled craftsmen.

PROGRAM SUMMARY - THE AFFIRMATIVE ACTION PROGRAM SHALL BE SUMMARIZED AND UPDATED ANNUALLY. CONTRACTORS AND SUBCONTRACTORS SHALL SUBMIT THE PROGRAM SUMMARY TO THE EEO/AFFIRMATIVE ACTION OFFICER EACH YEAR ON THE EXPIRATION DATE OF THE AFFIRMATIVE ACTION PROGRAM.


Joseph C. Adams Jr.
EEO/AA Compliance Officer

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Name of Company LEWIS & CHRISTEN OFFICE SUPPLY CO., INC.
 Address 500 W. MAIN ST City FT. WAYNE, INDIANA
 Zip 46802 Phone 219-424-7555

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

THOMAS L. LEWIS PRESIDENT
 PLEASE PRINT Title
 Date JUNE 7, 1988 Signature Thomas Lewis

1. Does your firm have a written Affirmative Action Program? Yes ☒ No ☐
 A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
 B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? Yes ☒ No ☐

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? Yes ☒ No ☐
 3. Current number of employees 57
 Number of employees as of October 1987 56 January 1988 57 April 1988 57 and July 1988 57

4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
OFFICERS	35 M - 44 M	6
MANAGERIAL	20 - 25 M	8
DESIGNERS	20 - 29 M	5
SALES	18 - 30 M	13
SERVICES	15 - 21 M	10
ORDER CLERKS	15 - 20 M	2
SALES SUPPORT	15 - 20 M	6
CLERICAL	15 - 20 M	7

EMPLOYEES BY RACE/ETHNICITY/SEX									
W		BLK		H		OTHER		(DESIGNATE)	
M	F	M	F	M	F	M	F		
6									
5	3								
2	3								
7	6								
6	2	2							
1	8	1							
3	3								
	7								

Handicapped: Yes ☐ No ☐

List Number 57

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AM - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

5. If total minority employment is less than 20% give reasons why. (Do not include Females when you figure minority employment percentages.)

WE HAVE BEEN INTERVIEWING BUT ARE UNABLE
TO HAVE MINORITIES RESPOND FOR MANY OPENINGS
AS THEY HAVE OCCURRED.

6. List minority recruitment sources:

WE USE NEWSPAPER ADVERTISING
AND PERSONNEL AGENCIES

7. Does your company anticipate an increase in employment this year? ☐ Yes ☒ No
Approximately how many? _____

8. What specific goals can you achieve for the employment of minorities during 1987-88?

A. Officials and Managers	_____	%
B. Professionals	_____	%
C. Technicians	_____	%
D. Sales Workers	_____	%
E. Office and Clerical	3	%
F. Skilled Craftsmen	2	%
G. Other	3	%

9. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of LEWIS & CHRISTIAN OFFICE SUPPLY CO. that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy LEWIS & CHRISTIAN OFFICE SUPPLY CO., INC. will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The OFFICERS OF LEWIS & CHRISTIAN will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

LEWIS & CHRISTIAN
Name of Company or Firm

JULY 7, 1988
Date

Thomas L. Lewis
Signature of Highest Company Official

THOMAS L. LEWIS PRESIDENT
Name and Title of Signer (Please type or Print)

STATISTICAL INFORMATION FOR

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

LEWIS & CHRISTIAN
Name of Contractor or Supplier

THOMAS L. LEWIS
(Information Given By)

500 W. MAIN ST FT WAYNE, IND
Address And Telephone Number

THOMAS L. LEWIS
(Person Filling Out This Form And Date)

EEOC CATEGORY	EMPLOYEES BY RACE/ETHNICITY/SEX										HANDICAPPED EMPLOYEES										TOTAL EMPLOYEES				
	W				BLK				H		Other				(Designate)	W	BLK		H			Other		(Designate)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F			M	F	M	F					
1. OFFICIAL & ADMINISTRATORS	6																								6
2. PROFESSIONALS	2	3																							5
3. TECHNICIANS MANAGERIAL	5	3																							8
4. OPERATIVES																									
ORDER CLERKS LABORER	1	1																							2
6. OFFICE AND CLERICAL		7																							7
7. SKILLED CRAFT WORKERS	6	2	2																						10
SALE SUPPORT 8. SERVICE-MAINTENANCE WORKERS	3	3																							6
9. SALES WORKERS	7	6																							13
TOTALS																									
PERCENTAGES																									

Thomas Lewis

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: JULY 7, 19 88

LEWIS & CHRISTEN OFFICE SUPPLY CO., INC.
Name of Bidder

By: Thomas L. Lewis THOMAS L. LEWIN

Title: PRESIDENT

Official Address: (including zip code)

500 W. MAIN ST
FT. WAYNE, INDIANA 46802

Bid or
Proposal
Bond

Ohio Farmers Insurance Co.

Westfield Companies
Westfield Center, Ohio 44251

KNOW ALL MEN BY THESE PRESENTS, THAT WE,
LEWIS & CHRISTEN OFFICE SUPPLY COMPANY, INC., 500 WEST MAIN STREET, FORT WAYNE, IN
as Principal, and the OHIO FARMERS INSURANCE COMPANY, an Ohio corporation, with Principal
Office at Westfield Center, Ohio, as Surety, are held and firmly bound unto
CITY OF FORT WAYNE, ONE MAIN STREET, ROOM 350, FORT WAYNE, IN 46802
.....
as Obligee, in the penal sum of FIVE PERCENT (5%) OF MAXIMUM BID--00/100... DOLLARS,
lawful money of the United States of America, for the payment of which, well and truly to be made, we
bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally,
firmly by these presents.

SIGNED this 7th day of July 19 88

WHEREAS the said Principal is herewith submitting proposal for
OFFICE SUPPLIES
.....
.....

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the said
Principal shall execute a contract and give bond for the faithful performance thereof, if required, within
..... days after being notified in writing of the award of such contract to Principal, or if the
Principal or Surety shall pay the Obligee the sum, not exceeding the penalty hereof, by which the
amount of the contract entered into in good faith covering the said proposal, properly and lawfully
executed by and between the Obligee and some third party, may exceed the amount bid by Principal,
then this obligation shall be void; otherwise it shall remain in full force and effect.

LEWIS & CHRISTEN OFFICE SUPPLY COMPANY, INC.

Principal
By *Thomas Lewis*

OHIO FARMERS INSURANCE COMPANY

By *Leonard B. Koeller*
LEONARD B. KOELLER Attorney-in-fact

Know All Men by These Presents, That OHIO FARMERS INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, does by these presents make, constitute and appoint Harry A. Crawford, Ronald J. Harruff, Leonard B. Koeller, James E. Van Dyck, Harold E. Everett, Duwan F. Tagtmeyer, Jeffrey C. Johnson, Connie S. Overholser, Loretta A. Spring, Suzanne Hopper, and Dan M. Van Treese, jointly or severally of Fort Wayne and State of Indiana its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, undertakings, and recognizances; provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed FIVE MILLION (\$5,000,000.) DOLLARS-----

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions adopted by the Board of Directors of the Ohio Farmers Insurance Company:

"Be It Resolved, that the President, any Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

"Section 1. Attorney-in-Fact. Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary." (Adopted at a meeting held on the 3rd day of July, 1957.)

"Be It Resolved, that the power and authority to appoint Attorney(s)-in-Fact granted to certain officers by a resolution of this Board on the 3rd day of July, 1957, is hereby also granted to any Assistant Vice-President." (Adopted at a meeting held on the 13th day of July, 1976.)

This power of attorney and certificate is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Ohio Farmers Insurance Company at a meeting duly called and held on the 9th day of June, 1970:

BE IT RESOLVED, that the signature of any authorized officer and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

In Witness Whereof, OHIO FARMERS INSURANCE COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed this 8th day of June A.D., 19 87.

Corporate
Seal
Affixed



OHIO FARMERS INSURANCE COMPANY

By

John Adornetto
John Adornetto

Vice President

State of Ohio
County of Medina

ss.:

8th

June

A.D., 19 87

before me personally came

John Adornetto

Vice President

to me known, who, being by me duly sworn, did depose and say, that he resides in Homerville; that he is Vice President of OHIO FARMERS INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



William J. Kahelin
William J. Kahelin

Notary Public

CERTIFICATE

My Commission Does Not Expire
Sec. 147.03 Ohio Revised Code

State of Ohio
County of Medina

ss.:

David S. Smith, Jr.

I, David S. Smith, Jr., Assistant Secretary of the OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seal of said Company at Westfield Center, Ohio, this 7th day of July A.D. 19 88



David S. Smith, Jr.
David S. Smith, Jr., Assistant Secretary

Estimated Order

Quantity	Item	Unit Price	Total
1. 400	Report Covers, 11 x 8 1/2, side opening, (Accopress-#2507), various colors SMEAD #Y129	\$.869	/ \$ 347.60
2. 200	Report Covers, 11 x 8 1/2, end opening, (Accopress-#1704), various colors SMEAD #R9122	\$.928	/ \$ 185.60
3. 200	Report Covers, 14 x 8 1/2, end opening, (Accopress-#1904), various colors SMEAD #BK914	\$ 1.114	/ \$ 222.80
4. 800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones-14-1411N) NATIONAL #93352	\$ 1.791	/ \$1,432.80
5. 24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones-364-34) NATIONAL \$68-985 SERIES	\$ 3.975	/ \$ 95.40
6. 24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones-B3-198-12B or Wilson Jones 364-12B) WILSON JONES #364-12NB	\$ 2.70	/ \$ 64.80
7. 24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)	\$ 8.208	/ \$ 196.992
8. 24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)	\$ 8.208	/ \$ 196.992
9. 24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)	\$ 4.927	/ \$ 118.248
10. 30	B&P-1470 Roll Books 10 1/2 x 8 1/4 with 150 pages #1470-150 B & P	\$ 17.226	/ \$ 516.78
11. 40	Account Book, 150 Pages, ledger, journal or record, (National-37-331, or B&P-67-1/8) #E1-671815J B & P	\$ 10.867	/ \$ 434.68
12. 12	Gross Steno notebooks, spiral bound, (WJ-1115W) NATIONAL #36746	\$.421	/ \$ 727.488
13. 200	Report Covers, Plastic with slide-on Spine, Clear C-Line #32557	.09	/ \$ 18.00
14. 200	Report Covers, Plastic with slide-on Spine, Colors C-Line #3255	.09	/ \$ 18.00
15. 12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	\$.301	/ \$ 361.20
16. 12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	\$.212	/ \$ 254.40

Estimated Order
Quantity

Item

Unit
Price / Total

17.	1M	Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)	\$.178 / \$ 178.00
18.	60	Metal Drawer Frames for 8 1/2 x 11 hanging files OFFICEMATE #HFLT	\$ 1.165 / \$ 69.90
19.	24	Metal Drawer Frames for 8 1/2 x 14 hanging files OFFICEMATE #HFLG	\$ 1.289 / \$ 30.936
20.	40M	File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut SMEAD #153L	\$ 39.06 / \$1,562.40
21.	20M	File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut SMEAD #153C	\$ 51.46 / \$1,029.20
22.	2M	Hanging Folders, 8 1/2 x 11 SMEAD #C15H	\$ 181.04 / \$ 362.08
23.	2M	Hanging Folders, 8 1/2 x 14 SMEAD #C25H	\$ 233.12 / \$ 466.24
24.	500	Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152-x-2) SMEAD #BB10H2	\$.452 / \$ 226.00
25.	200	Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153-x-2) SMEAD #BB20H2	\$.517 / \$ 103.40
26.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson-Jones-#62)	\$ 554.92 / \$ 554.92
27.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson-Jones-#72)	\$ 677.97 / \$ 677.97
28.	15M	File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E)	\$.663 / \$9,945.00
29.	1M	File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E)	\$.773 / \$ 773.00
30.	15C	File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ-66)	\$.786 / \$11,790.00
31.	1M	File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ-76)	\$.913 / \$ 913.00
32.	30	Dictionary, Webster's Collegiate, 9th Edition HOUGHTON MIFFLIN #H15063	\$ 10.53 / \$ 315.
33.	60	Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G)	\$ 1.129 / \$ 67.

Estimated Order

Quantity	Item	Unit Price	Total
34. 60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E)	\$ 1.016	/ \$ 60.96
35. 120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E)	\$ 1.192	/ \$ 143.04
36. 2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2 WESTVACO #40275	\$ 57.04	/ \$ 114.08
37. 4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13 WESTVACO #40297	\$ 74.40	/ \$ 297.60
38. 1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2 WESTVACO #40305	93.00	/ \$ 93.00
39. 1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2 WESTVACO #40310	\$ 99.20	/ \$ 99.20
40. 1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9 WESTVACO #40255	\$ 45.88	/ \$ 45.88
41. 2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2 WESTVACO #40294	\$ 75.64	/ \$ 151.28
42. 1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15 WESTVACO #40298	\$ 89.28	/ \$ 89.28
43. 10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12 WESTVACO #40290	\$ 59.52	/ \$ 595.20
44. 24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25)	\$ 8.662	/ \$ 207.888
45. 48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225)	\$ - -	/
46. 48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025)	- -	/
47. 24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25)	\$ 10.019	/ \$ 240.456
48. 36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley-575-2)	\$ 13.66	/ \$ 491.76
49. 24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley-675)	\$ 1.038	/ \$ 24.912
50. 10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523)	\$ 2.05	/ \$ 20.50
51. 10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623)	4.268	/ \$ 42.68

Estimated Order
Quantity

Item

Unit
Price / Total

52.	10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823)	\$ 4.268	\$ 42.68
53.	48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF) SMEAD #6150_25	\$ 2.651	\$ 127.248
54.	24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25)	\$ 3.314	\$ 79.536
55.	48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25)	\$ 1.53	\$ 73.44
56.	10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)	\$ 3.414	\$ 34.14
57.	20M	Index Cards, white ruled, 3 x 5, (1/m box) SCM #600WE	\$ 2.666	\$ 53.32
58.	10M	Index Cards, white ruled, 4 x 6, (1/m box) SCM #700WE	\$ 4.588	\$ 45.88
59.	8M	Index Cards, white ruled, 5 x 8, (500/c box) SCM #800WE	\$ 7.378	\$ 59.024
60.	15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281)	\$ 2.219	\$ 33.285
61.	4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A) NATIONAL #13-983	\$ 11.408	\$ 45.632
62.	1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260)	\$ 57.04	\$ 57.04
63.	1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250)	\$ 42.904	\$ 42.904
64.	200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7, and 8 columns, (WJ-7200-Series) NATIONAL #45-600 SERIES	\$ 1.56	\$ 312.40
65.	30	Analysis Pads, Wilson-Jones-67214D NATIONAL #45-614	\$ 2.046	\$ 61.38
66.	30	Analysis Pads, Wilson Jones 7513 NATIONAL #45713	\$ 3.43	\$ 102.90
67.	30	Analysis Pads, Wilson Jones G7608GW NATIONAL #45158	\$ 2.554	\$ 76.62
68.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson-Jones-10-3) NATIONAL #17-403	\$ 10.924	\$ 87.392

Estimated Order
Quantity

Item

Unit
Price / Total

69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson-Jones-10-8) NATIONAL #17-408	\$ 10.924	/ \$ 87.392
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white SCM #9014	\$.448	/ \$1,290.24
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white SCM #911 (canary) and SCM #9021 (white) & WHITE	\$.376 \$.381 \$.189	/ \$1,082.88 \$1,097.28 \$ 326.592
72.	12G	Legal ruled pads, 5 x 8, yellow & white SCM #9058 (canary) and SCM #9028 (white)	\$ 71.92	/ \$ 215.76
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)		
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery-ER-16) DENNISON #43161	\$.556	/ \$ 6.672
75.	24	Paper Spindles ROGERS #272101	\$ 1.009	/ \$ 24.216
76.	15	pack Correction Paper for typing, white/colors, (Super-Ko-Rec-Type, 01-1SK) EASTON #01-1SK	\$ 1.242	/ \$ 18.63
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes ALLIANCE	\$ 1.80	/ \$ 90.00
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weiss-#835) GLOBE WEISS #835	\$ 8.152	/ \$ 48.912
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	\$ 5.069	/ \$ 30.414
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	\$ 6.23	/ \$ 37.38
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	\$ 5.056	/ \$ 30.336
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	\$ 9.533	/ \$ 57.198
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	\$ 3.599	/ \$ 28.792
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	\$ 11.003	/ \$ 66.018
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx) ALTERNATE: PERMA #08191 (\$3.422 Ea. / \$ 821.28)	\$ 4.302	/ \$1,032.48
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx) ALTERNATE: PERMA #08192 (\$3.831 Ea. / \$ 919.44)	\$ 4.798	/ \$1,151.52
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx) ALTERNATE: PERMA #01050 (\$2.07 Ea. / \$ 124.20)	\$ 2.182	/ \$ 130.92
88.	24	Clipboard, 6 x 9 ABLE #CBMM	\$.786	/ \$ 18.864
89.	120	Clipboards, 8 1/2 x 11 ABLE #CBLT	\$.89	/ \$ 106.80

Estimated Order
Quantity

Item

Unit
Price / Total

90.	60	Clipboards, 8 1/2 x 14 ABLE #CBLG	\$.988	/ \$	59.28
91.	100M	Paperclips, #1, standard, rustproof	\$	1.078	/ \$	107.80
92.	12	Bxs. Butterfly Paper Clamps (12/box) OFFICEMATE #PC1	\$.337	/ \$	4.044
93.	20M	Jumbo paper clips, 2" long OFFICEMATE #ID1	\$	3.47	/ \$	69.40
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026) OFFICEMATE #PC6	\$.469	/ \$	84.42
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	\$.63	/ \$	75.60
96.	48	Paper clip holders, Magnetic W. T. ROGERS #4235	\$.865	/ \$	41.52
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan-#20) OFFICEMATE #BC20	\$.407	/ \$	19.536
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan-#50) OFFICEMATE #BC50	\$.817	/ \$	58.824
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan-#100) OFFICEMATE #BC100	\$	2.293	/ \$	165.096
100.	120	Stamp Pads, Asst. Colors, (Sanford's-#1) CARETERS #1 CARTERS #1 21381	\$.729	/ \$	87.48
101.	60	Stamp Pads, Asst. Colors, (Sanford's-#2) CARTERS #2 21382	\$	1.134	/ \$	68.04
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors #58701	\$	1.063	/ \$	51.024
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)	\$.359	/ \$	17.232
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	\$	4.178	/ \$	125.34
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	\$	10.986	/ \$	87.888
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	\$.329	/ \$	39.48
107.	6	Dz. Erasers, (Pink Pearl #100)	\$.265	/ \$	19.08
108.	8G	Erasers, Pencil Tip Wedge DIXON #450	\$	4.698	/ \$	37.584
109.	4	Dz. Erasers, (Art Gum #211)	\$	3.905	/ \$	15.62
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400)	\$	4.374	/ \$	26.244

Estimated Order

Quantity	Item	Unit Price	Total
111. 120	Bxs. Paper Fasteners, Metal, 50/Bx, (#22-Acco-Fasteners) C LINE #R20	\$ 1.811	\$ 217.32
112. 30	Dz. Finger Tips, Asst. sizes, (Parr Swingline) I D L #34211	\$ 10.06	\$ 301.86
113. 8	Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)	\$ 4.833	\$ 38.664
114. 72	Bxs. Push Pins, Plastic heads, Assted Colors (100/box) ABLE #PPASST	\$ 1.24	\$ 89.28
115. 120	Desk Trays, Letter size, stackable, (Eldon #1600)	1.55	/ \$ 186.00
116. 96	Desk Trays, Large size, stackable, (Eldon #1604)	5.294	/ \$ 508.224
117. 24	Eraser, (Magic Rub Drafting Faber-Castell T9-1954)	\$.332	/ \$ 7.968
118. 5C	Paper Fasteners, Self-Adhesive, 2" cap., (Acco-21-70021) SMEAD #2ABF	\$ 4.374	/ \$ 21.87
119. 200	Pkg. Labels, self-adhesive, 2 x 4, (Avery-S-6432) DENNISON #43560	\$ 1.444	/ \$ 288.80
120. 15C	Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers DENNISON #37-123	\$.042	/ \$ 63.00
121. 70	Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)	\$ 3.782	/ \$ 264.74
122. 96	Envelope Moistner, plastic tube with sponge end, (Sterling-Master) I D L #28015	\$.348	/ \$ 33.408
123. 40G	Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga) DIXON	\$ 15.65	/ \$ 626.00
124. 12	Dz. Pencils, Asst. Colors, w/erasers, (Eagle-VeriThin) BEROL #2745	\$ 2.332	/ \$ 27.984
125. 2	Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt. FISHER ONE FOR ALL FP11	\$ 6.183	/ \$ 12.366
126. 6G	Wide tip markers, asstd. colors, (El Marko 751-759-01)	\$113.468	/ \$ 680.808
127. 24	Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp-#5) #Z21	\$.378	/ \$ 9.072

Estimated Order

Quantity	Item	Unit Price	Total
128. 24	Pens and attachable anchors, (Sta-Put, W. T. Rogers) #210907	\$ 1.875 /\$	45.00
129. 24	Pen refills, for attachable pens, (Sta-Put, W. T. Rogers) #210807	\$.951 /\$	22.824
130. 40G	Pens, med. pt., asst. colors, (Bic Deluxe C-PM011) BIC GSM11	\$ 13.392 /\$	535.68
131. 20G	Pens, Fine point, asst. colors, (Bic BC-FS11)	\$ 32.14 /\$	642.80
132. 120	Mechanical Pencils, .5mm lead, (Pental Sharp 5)	\$.545 /\$	65.40
133. 160	tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness	\$.39 /\$	62.40
134. 48	Letter Openers, metal, medium priced I D L #175	\$.604 /\$	28.992
135. 1	ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2) #52102	\$.36 /\$	25.92
136. 48	Ruler, 12", wood with double metal edge WESTCOTT R532-12	\$.693 /\$	33.264
137. 48	Ruler, 15", wood with double metal edge WESTCOTT R532-15	\$.835 /\$	40.08
138. 48	Ruler, 18", wood with double metal edge WESTCOTT R532-18	\$ 1.012 /\$	48.576
139. 148	Pairs, Scissors, 8", straight, medium priced ACME #C101-8	\$ 2.158 /\$	319.384
140. 148	Staplers, Desk, Standard, Black SWINGLINE #X8-767	\$ 12.107 /\$	1,791.836
141. 4G	Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)	\$ 24.706 /\$	98.824
142. 4G	Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)	\$ 24.706 /\$	98.824
143. 36	Pkgs Chalk, anti-dust, (Crayola T2-1402)	\$.486 /\$	17.496
144. 6	Chalk Eraser, (Weber Costello, TS-804-526) MARSH #PR1000	\$.918 /\$	5.508
145. 300	Bxs. Staples, standard, for desk staplers BOSTITCH #52STD	\$.52 /\$	156.00
146. 60	Bxs. Staples, undulated, (Ace #700)	\$ 1.573 /\$	94.38
147. 12	Stapler, clipper type, (Ace #702)	\$ 10.332 /\$	123.984

Estimated Order

Quantity		Item	Unit Price	Total
148.	148	Staple remover, (Ace Standard #60)	\$.645	/\$ 95.46
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	\$ 11.171	/\$ 134.052
150.	20	Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol-U8-AP806) HUNT #1031	\$ 8.127	/\$ 162.54
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306)	\$ - -	/
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	\$ 2.728	/\$ 163.68
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810) 3 M #6200 1/2 x 1296	1.116	/\$ 223.20
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810) 3 M #6200 3/4 x 1296	1.475	/\$ 885.00
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810) 3 M # 600 3/4 x 2592	2.579	/\$ 185.688
156.	72	Rolls, Tape,drafting, 3/4" x 60 yds., (Scotch #230)	2.936	/\$ 211.392
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	3.633	/\$ 261.576
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1) #230	3.633	/\$ 439.96
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	\$ 8.175	/ \$588.60
160.	75'	Magnetic Tape, 1/2" wide #763 SCOTCH	\$ 2.542	/ \$190.65
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo) GENERAL TAPE #14	\$.477	/\$ 11.448
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo) GENERAL TAPE #38	\$.477	/\$ 22.896
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo) GENERAL TAPE #12	\$.477	/\$ 45.792
164.	24	Engineer Scales & Cases (3 sided) ALVIN #111P	\$ 2.554	/\$ 61.296
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico) KLEER-FAX #6121	\$.567	/\$ 20.412
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico) KLEER -FAX #6131	\$.567	/\$ 20.412
167.	72	Rls,Tape,Filament, 3/4"x60 yds., (Scotch R8-898)	\$ 3.571	/\$ 257.112

Estimated Order			Unit	
Quantity	Item		Price	Total
168.	72 Desk Pad Blotters, 19 x 24, green, brown, or black C -LINE #10203	\$.399	/ \$ 28.728
169.	72 Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design C-LINE #21203, 21202, 21201	\$	4.135	/ \$ 297.72
170.	100 Desk Pad Covers, acetate, 19 x 24, .0075 thick C-LINE #10500	\$.704	/ \$ 70.40
171.	48 Paper Punch, clipper type, 1/4", (Premier-404) #Y4-OHP	\$.634	/ \$ 30.432
172.	48 Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)	\$	2.901	/ \$ 139.248
173.	48 Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61) #R252-61	\$	4.464	/ \$ 214.272
174.	48 Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)	\$	5.48	/ \$ 263.04
175.	10G Correction Fluid, white, (Liquid Paper) #56401	\$	104.025	/ \$ 1,040.25
176.	1G Correction Fluid Thinner, (Liquid Paper Thinner) #56501	\$	71.331	/ \$ 71.331
177.	4G Correction Fluid, for copies, (Liquid Paper) #71001	\$	125.759	/ \$ 503.036
178.	2G Correction Fluid, colors, (Liquid Paper) #566	\$	125.759	/ \$ 251.518
179.	48 Stamp Pad Ink, 1 1/2 oz., assorted colors #04118	\$	1.242	/ \$ 59.616
180.	24 Rubber Cement, 4 Oz., (Carter's) #08450	\$.562	/ \$ 13.488
181.	6 Rubber Cement Empty Pint Jar, w/app. brush #22632	\$	5.886	/ \$ 35.316
182.	5 Gal. Rubber Cement, one gallon containers, (Carter's) #22840	\$	10.962	/ \$ 54.81
183.	6 Qts. Rubber Cement Thinner, one quart, (Carter's) #22844	\$	2.673	/ \$ 16.038
184.	12 Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat) #03-100L	\$	1.755	/ \$ 21.06
185.	100 Poster Board, 22" x 28", white #40585	\$.634	/ \$ 63.40
186.	72 Bx Thumb Tacks, non-rusting metal, large, 100 per box #TT4	\$.375	/ \$ 27.00

Estimated Order
Quantity

Item

Unit
Price / Total

187.	48	Bxs. Map Tacks, assorted colors LION #LS200	\$	1.107	/ \$	53.136
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico G1-213-8) KLEER-FAX #K118822CL CLEAR or KLEER FAX #K118822 COL COLORED	\$.62	/ \$	248.00
189.	96	Desk Cleaner, (3M Desk & Office Cleaner) 3M #573	\$	1.872	/ \$	179.712
190.	12	Sets Book Ends, Metal, 9" GLOBE WEIS #BE9BGE	\$	4.671	/ \$	56.052
191.	12	Sets Book Ends, metal, 5" GLOBE WEIS #BE1BGE	\$	1.971	/ \$	23.652
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk RUBBERMAID #2956	\$	2.268	/ \$	54.432
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk RUBBERMAID #2955	\$	1.62	/ \$	38.88
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812)		- -	/	
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	\$	14.728	/ \$	353.472
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)		- -	/	
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	\$	7.79	/ \$	186.96
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	\$	5.740	/ \$	137.76
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)		- -	/	
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	\$	32.508	/ \$	650.16
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	\$	32.508	/ \$	650.16
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35) BATES #SC35WH	\$	6.655	/ \$	13.31
203.	20	Paper Punch, 3 hole, Heavy Duty	\$	9.378	/ \$	187.56
204.	12	Date Stamp, (Rex-1, Pullman-PD-1) IDL #24001	\$	2.484	/ \$	29.808
205.	12	Date Stamp, (Rex-2, Pullman-PD-2) IDL #24020	\$	2.808	/ \$	33.696
206.	2M	Rls. Adding Machine Tape, 2 1/4" SCM #6200	\$	277.76	/ \$	555.52

Estimated Order

Quantity

Item


Unit

Price / Total

207.	1C	Rls. Adding Machine Tape, 3" SCM #6300	\$ 48.36	/ \$ 48.36
208.	1C	Rls. Adding Machine Tape, 3 7/16" SCM #6360	\$ 44.392	/ \$ 44.392
209.	48	Sets Index, 3 Ring, A - Z, (Aiso-C-213) KLEER-FAX #K118522225	\$ 1.661	/ \$ 79.728
210.	40	Bxs. Tabs, plastic for hanging folders, (Oxford #42) SMEAD #C5HT	\$ 1.163	/ \$ 46.52
211.	240	Micro-cassette, 60 minutes, (Scotch #543)	\$ 4.501	/ \$1,080.24
212.	500	Cassette Tapes, 60 minutes, (Scotch)	\$ 2.542	/ \$1,271.00
213.	500	NATIONAL #97-518 Cassette Tapes, 90 minutes, (Scotch)	\$ 2.12	/ \$1,060.00
214.	2M	Envelopes, manila, oversize mailing, (Kraft #12)	- -	/
215.	4M	Shipping Tags, w/string, (Dennison S1-11-505)	\$ 31.62	/ \$ 126.48
216.	4M	Rolodex Cards, 2 1/4" x 4" BATES SC24WH	\$ 5.575	/ \$ 22.30
217.	1M	Filler Paper, 3 ring, plain, (National #14-280)	\$ 31.05	/ \$ 31.05
218.	600	Pkgs., Labels, File Folder, asstd. colors, (Avery FF3) DENNISON #4377	\$ 1.132	/ \$ 679.20
219.	10	Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	\$ 1.29	/ \$ 12.90
220.	60	Easel Pads, 27 x 34, (Ampad #24-031) NATIONAL #46902	\$ 6.758	/ \$ 405.48
221.	96	Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	\$ 1.723	/ \$ 165.408
222.	4	Dz. China Markers, asstd colors, (Berol 43-164T-169T and 3-170T-174T) DIXON 81	\$ 3.272	/ \$ 13.088
223.	120	Gluestick, 6 Oz., (Pritt Y9-95180)	\$.771	/ \$ 92.52
224.	12	Dz. Calculator Ribbons, cloth, BR80N	\$ 11.606	/ \$ 139.272
225.	8G	Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555) NU KOTE #86L	\$ 62.496	/ \$ 499.968
226.	6	Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11) NU KOTE #NK11 1/2	7.29	/ \$ 43.74
227.	6	Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing, NU KOTE #NK14 1/2	7.776	/ \$ 46.656

Estimated Order

Quantity		Item	Unit Price	Total
(Nu-Kote 02-NK14)				
228.	10	Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)	\$ 7.29	\$ 72.90
229.	6	Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)	\$ 7.776	\$ 46.656
230.	48	Sorting Compound, moistener for finger tips, large, (Sortkwik) LEE #10134 SORTWICK	\$ 1.282	\$ 61.536
231	120	Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)	\$ 1.388	/\$ 166.56
232.	36	Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones-A1-10-series) NATIONAL #18402	\$ 10.924	/\$ 393.264
233.	100	Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ-G7500-series) NATIONAL #45500 SERIES	\$ 2.046	/\$ 204.60
234.	30	Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)	\$ 2.194	/\$ 65.82
235.	6G	Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	\$ 163.68	/\$ 982.08
236.	3G	Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal-421322) NU KOTE #B155	\$ 533.894	/\$ 1,601.682
237.	4G	Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	\$ 62.496	/\$ 249.984
238.	48	Reference File, V-Style, (Rolodex--VIP-24) BATES #VF24	\$ 9.072	/\$ 435.456
239.	288	Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)	\$ 1.884	/\$ 542.592
240.	120	Eraser Refill, for Quicker Clicker PD 345 PENTEL #PDE-1	\$.496	/\$ 59.52
241.	10G	Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes) 3M #655YW	\$ 107.136	/\$ 1,071.36
242.	20G	Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes) 3M #654YW	\$ 82.137	/\$ 1,642.74



	<u>Order</u>	<u>Quantity</u>	<u>Item</u>	
243.	10G		Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes) #653YW	43.2105 432.115 \$432.115 / \$4,321.15
244.	6G		Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes) 3M #656YW	\$ 60.71 / \$ 364.26
245.	200		Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176)	\$ 3.999 / \$ 799.80
246.	12		Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	\$ 11.326 / \$ 135.912
247.	12		Telephone List Finder Refills, Bates Director BATES #D/C-RFS	\$ 4.063 / \$ 48.756
248.	8		File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	\$ 10.57 / \$ 84.56
249.	6		File Box, Metal, 5 x 8 x 4, Black, (GW 855)	\$ 6.21 / \$ 37.26
250.	8		File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035)	\$ 5.697 / \$ 45.576
251.	8		File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046)	\$ 6.115 / \$ 48.92
252.	8		File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058)	\$ 7.668 / \$ 61.344
253.	96		Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	\$8.01 / \$ 768.96
254.	12		Reference Books, Thesaurus, (Roget's) HOUGHTON MIFFLIN #H01020	\$ 8.991 / \$ 107.892
255.	60		Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	\$ 2.889 / \$ 173.34
256.	24		Pencil Cups, Plastic, Black	-- /

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY
ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

SPECIAL CONDITIONS

TO WHOM IT MAY CONCERN:

WE HAVE BEEN REJECTING BIDS THAT HAVE BEEN SUBMITTED BECAUSE THEY HAVE NOT BEEN SUBMITTED CORRECTLY. PLEASE MAKE SURE THE FOLLOWING INSTRUCTIONS HAVE BEEN FOLLOWED:

1. THE "FRONT PAGE", WHICH IS PAGE FP-1, OF THE BID PACKAGE, NEEDS TO BE SIGNED BY THE AGENT OF THE COMPANY SUBMITTING THE BID. (PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, AGENT FOR THE COMPANY, ETC.)

2. THE NON-COLLUSION AFFIDAVIT OF FORM 95 OR FORM 96, MUST BE SIGNED BY THE BIDDER OR AGENT OF THE COMPANY SUBMITTING THE BID. THIS SIGNATURE, IN TURN, MUST BE PROPERLY NOTARIZED ACCORDING TO IC 33-16-2-9, WHICH SAYS IN PART:

SEC. 9 (a) EACH NOTARY, IN ADDITION TO AFFIXING HIS/HER NAME, EXPIRATION DATE, AND SEAL, SHALL PRINT OR TYPE HIS/HER NAME IMMEDIATELY BENEATH HIS/HER SIGNATURE ON A CERTIFICATE OF ACKNOWLEDGMENT, JURAT, OR OTHER OFFICIAL DOCUMENT, UNLESS HIS/HER NAME APPEARS:

(1) IN PRINTED FORM ON THE DOCUMENT; OR

(2) AS PART OF HIS/HER STAMP IN SUCH FORM AS TO BE LEGIBLE WHEN THE DOCUMENT IS PHOTOCOPIED; AND ALSO SHALL INDICATE HIS/HER COUNTY OF RESIDENCE ON THE DOCUMENT.

3. A CERTIFIED CHECK, WHEN USED, IS TO BE JUST THAT, A CERTIFIED CHECK. THIS IS ISSUED FROM THE BANK OF YOUR CHOICE. A SIGNED CHECK FROM YOUR PERSONAL OR BUSINESS ACCOUNT IS NOT ACCEPTABLE UNLESS CERTIFIED.

MINIMUM PREPAID ORDER - 50.00

MINIMUM ORDER - 25.00

GLORIA J. GOEGLEIN
DIRECTOR OF PURCHASING
CITY OF FORT WAYNE

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE July 7, 1988 BID REFERENCE #847

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M., ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT.

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).


PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: 0 %
IF PAID WITHIN NET- 30 DAYS.


THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME STANDARD STATIONERY
STREET ADDRESS 2251 S. FOSTER AVE.
CITY WHYTER, IL 60490
BY Daniel J. [Signature] PHONE 312-
REPRESENTATIVE SIGNATURE

870-1335

 12. Performance Bond. The successful bidder, at the time of signing the contract will be required, at his own expense, to furnish a bond guaranteeing faithful execution of the contract, in full amount of the contract price, executed by the bidder and a surety company admitted to do business in Indiana, on the bond form provided or approved by the City. The Performance Bond shall contain the following clause: "The said Surety, for value received, hereby stipulates and agrees, that no change, extension of the time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of the contract, or to the work or specification.

 13. Councilmanic Approval and Ratification of Contract. This agreement, although executed on behalf of the City by the Mayor and the Purchasing Agent shall not be binding upon the City unless and until the contract has been ratified and approved by the Common Council of the City of Fort Wayne, Indiana. If the Common Council fails to approve the contract within ninety days after the date of bid opening, then the contractor shall not be bound to the contract unless he/she/it elects to be so bound.

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$16,283.90. (if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ _____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate



**INSURANCE COMPANY OF NORTH AMERICA
PHILADELPHIA PENNSYLVANIA**

Proposal or Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE **Standard Stationery Supply Company**
2251 S. Foster Avenue
Wheeling, Illinois 60090

as principal, and the INSURANCE COMPANY OF NORTH AMERICA, a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, having its principal place of business at Philadelphia, Pa., as surety, are held and firmly bound unto

Department Of Purchasing
City Of Fort Wayne, Allen County
One Main Street Room 350
Fort Wayne, Indiana 46802

as obligee, in the penal sum of **Five Percent Of Total Amount of Bid.... \$814.20**
DOLLARS, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this **24th** day of **June** A. D. 19 **88**

WHEREAS, the said principal is herewith submitting proposal for

"OFFICE SUPPLIES" #847

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the aforesaid principal shall be awarded the contract, the said principal will within the period specified therefor, or, if no period be specified, within ten (10) days after the notice of such award enter into a contract and give bond for the faithful performance of the contract, then this obligation shall be null and void, otherwise the principal and the surety will pay unto the obligee the difference in money between the amount of the bid of the said principal and the amount for which the obligee may legally contract with another party to perform the work if the latter amount be in excess of the former; in no event shall the liability hereunder exceed the penal sum hereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any suits at law or proceedings in equity brought or to be brought against the Surety to recover any claim hereunder must be instituted and service had upon the Surety within ninety (90) days after the acceptance of said bid of the Principal by the Obligee.

STANDARD STATIONERY SUPPLY COMPANY

Wm. Wilson

INSURANCE COMPANY OF NORTH AMERICA

By *Linda Paul*

Linda Paul Attorney-in-Fact

INN INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA, PA.

Know all men by these presents: That INSURANCE COMPANY OF NORTH AMERICA, a corporation of the Commonwealth of Pennsylvania, having its principal office in the City of Philadelphia, Pennsylvania, pursuant to the following Resolution adopted by the Board of Directors of the said Company on May 28, 1975, to wit:

"RESOLVED, pursuant to Articles 16 and 51 of the By-Laws, the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof:

(1) That the President, or any Vice-President, Assistant Vice-President, Resident Vice-President or Attorney-in-Fact, may execute for and in behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Secretary, an Assistant Secretary or a Resident Assistant Secretary and the seal of the Company affixed thereto; and that the President or any Vice-President may appoint and authorize Resident Vice-Presidents, Resident Assistant Secretaries and Attorneys-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.

(2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested by the Secretary.

(3) The signature of the President or a Vice-President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a certifying officer and the seal of the Company may be affixed by facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.

(4) Such Resident Officers and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

(5) The passage of this Resolution does not revoke any earlier authority granted by Resolution of the Board of Directors on June 9, 1953."

does hereby nominate, constitute and appoint MICHAEL B. FODOR, ROBERT M. DAY, ROBERT R. SARGENT, PETER A. von SOTHEN, ROSEMARIA SHELBY, P. OSTROWSKI, LINDA PAUL, DONNA RYAN, G. LULLO and LINDA CASTILLO, all of the City of Chicago, State of Illinois

each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof. And the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said C. DANIEL DRAKE Vice-President, has hereunto subscribed his name and affixed the corporate seal of the said INSURANCE COMPANY OF NORTH AMERICA this 24th day of June 1988

INSURANCE COMPANY OF NORTH AMERICA

(SEAL)

by C. DANIEL DRAKE

Vice President

STATE OF PENNSYLVANIA
COUNTY OF PHILADELPHIA

On this 24th

day of June

A. D. 1988

before me, a Notary

Public of the Commonwealth of Pennsylvania, in and for the County of Philadelphia, came C. DANIEL DRAKE

COMPANY OF NORTH AMERICA to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same; that the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia, the day and year first above written

MAUREEN SCHELL

Notary Public.

My commission expires August 13, 1990

I, the undersigned, Assistant Secretary of INSURANCE COMPANY OF NORTH AMERICA, do hereby certify that the foregoing is a full, true and correct copy, is in full force and effect and witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the said Corporation, this 24th day of June 1988



(SEAL)

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed
Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS
PRESCRIBED IN 18 U.S.C. 1001.

Date: 6-27- 19 88

STANDARD STATIONERY SUPPLY CO.
Name of Bidder

By: Daniel Wilson

Title: VICE-PRESIDENT

Official Address: (including zip code)

2251 J. FOSTER AVE.

Waveling, IL 60090

I N S T R U C T I O N S T O B I D D E R S
E Q U A L E M P L O Y M E N T O P P O R T U N I T Y
A F F I R M A T I V E A C T I O N P R O G R A M

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY: The Equal Employment Opportunity Policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minority persons in all of the various job categories when needed and the firm should establish specific goals to increase the number of minorities in the various job categories through hiring or promotion.

The City of Fort Wayne has approved some goals and timetables to serve as guidelines for firms with whom it does business. All firms doing business with the City should employ a representative number of minorities in all job classifications within a four year period, using the percentage of the non-white population as a goal. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm's Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its "good faith" effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the "good faith" effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities are currently being underutilized in any one or more job categories. ("Underutilization" means having fewer minorities in a particular job category than would reasonably be expected by their availability). Consideration of "good faith" effort shall also be given to the following factors:


1. The minority population of the labor area:
A copy of the Standard Metropolitan Statistical Area for the City of Fort Wayne is provided by the Indiana State Employment Service. If you live outside the state, your local State Employment Service will provide manpower information for your area.
2. The size of the minority unemployment force in the labor area. (See Manpower statistics for your area).
3. The percentage of the minority work force as compared with the total work force in the immediate labor area. (See Manpower statistics for your area).
4. The general availability of minorities having requisite skills in the immediate labor area. (See Manpower statistics for your area).

EEO/AA/10/1/87

5. The availability of minorities having requisite skills in an area in which the facility can reasonably recruit. (See Manpower statistics for your area).
6. The availability of promotable minority employees within facilities organization. (See workforce analysis page 2, item IV).
7. The anticipated expansion, contraction and turnover of and in the work force. (You must project future vacancies caused by new positions or promotions).
8. The existence of training institutions capable of training minorities in the requisite skills. (Contact training institutions in your area).
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities. (You must do an in-house survey).
10. The use of recruitment sources where minorities can be secured.
11. You must complete all sections of the Affirmative Action Documents.
12. Compliance Review - The purpose of a compliance review is to determine if the contractor maintains nondiscriminatory hiring and employment practices and is taking affirmative action to insure that applicants are employed and that employees are placed, trained, upgraded, promoted, terminated, otherwise treated during employment without regards to race, color, religion, sex or national origin. It shall consist of a comprehensive analysis and evaluation of each aforementioned practices and policies and conditions resulting therefrom.

Every effort should be directed to increase materially the number of minorities at all levels in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical and skilled craftsmen.

PROGRAM SUMMARY - THE AFFIRMATIVE ACTION PROGRAM SHALL BE SUMMARIZED AND UPDATED ANNUALLY. CONTRACTORS AND SUBCONTRACTORS SHALL SUBMIT THE PROGRAM SUMMARY TO THE EEO/AFFIRMATIVE ACTION OFFICER EACH YEAR ON THE EXPIRATION DATE OF THE AFFIRMATIVE ACTION PROGRAM.


Joseph P. Adams Jr.
EEO/AA Compliance Officer

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Name of Company STANDARD STATIONERY SUPPLY CO.
 Address 2251 S. FOSTER AVE. City Wheeling, IL.
 Zip 60090 Phone 312 870-1335

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

DAVID WILSON VICE-PRESIDENT
 PLEASE PRINT Title

Date 6.22.88 Signature David Wilson

1. Does your firm have a written Affirmative Action Program? Yes ☒ No ☐
- A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
- B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? Yes ☒ No ☐

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? Yes ☒ No ☐
3. Current number of employees 21
 Number of employees as of October 1987 16 January 1988 18 April 1988 18
 and July 1988 21

4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
	Higher Than	
	prevailing	
	SALARY	
	RANGE	
	FOR	
	This	
	Industry	

EMPLOYEES BY RACE/ETHNICITY/SEX									
W		BLK		H		OTHER		(DESIGNATE)	
M	F	M	F	M	F	M	F		
8	5	4		1	1	2			

Handicapped: Yes ☒ No ☐

List Number

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

5. If total minority employment is less than 20% give reasons why. (Do not include Females when you figure minority employment percentages.) _____
6. List minority recruitment sources: _____
7. Does your company anticipate an increase in employment this year? _____ Yes ☒ No
Approximately how many? 4
8. What specific goals can you achieve for the employment of minorities during 1987-88?

A. Officials and Managers _____ %
 B. Professionals N.A. _____ %
 C. Technicians N.A. _____ %
 D. Sales Workers N.A. _____ %
 E. Office and Clerical _____ %
 F. Skilled Craftsmen N.A. _____ %
 G. Other _____ %

9. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of STANDARD STATIONERY SUPPLY CO. that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy STANDARD STATIONERY SUPPLY CO. will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The STANDARD STATIONERY SUPPLY CO. will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

STANDARD STATIONERY SUPPLY CO. 6-27-88
 Name of Company or Firm Date
Wm. Wilson
 Signature of Highest Company Official
William Wilson - President
 Name and Title of Signer (Please type or Print)

STANDARD STATIONERY SUPPLY CO.

Name of Contractor or Supplier

2261 S. FOSTER AVE.

WHEELING FL- 60090

Address And Telephone Number

(Information Given By)

DAYID WILSON - 6-30-88
(Person Fillin Out This Form And Date)

[illegible]

**CITY OF FORT WAYNE
AFFIRMATIVE ACTION PROGRAM**

copy
Name of Company STANDARD STATIONERY SUPPLY CO.
Address 2251 S. FOSTER AVE. City Wheeling, IL.
Zip 60090 Phone 312 870-1335

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

DAVID WILSON Title VICE-PRESIDENT
PLEASE PRINT
Date 6.22.88 Signature David Wilson

1. Does your firm have a written Affirmative Action Program? Yes ☒ No ☐
A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? ☒ Yes ☐ No

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? ☒ Yes ☐ No

- * 3. Current number of employees _____
* Number of employees as of October 1987 _____ January 1988 _____ April 1988 _____ and July 1988 _____

- * 4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL

EMPLOYEES BY RACE/ETHNICITY/SEX								
W		BLK		H		OTHER		(DESIGNATE)
M	F	M	F	M	F	M	F	
8	5	4		1	1	2		

Handicapped: Yes ☒ No ☐

List Number _____

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

Standard
Stat.

Estimated Order		Unit	
Quantity	Item	Price	Total
1. 400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors	NB /	
2. 200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors	/	
3. 200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors	/	
4. 800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)	/	
5. 24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones 364-34)	/	
6. 24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B)	/	
7. 24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)	/	
8. 24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)	/	
9. 24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)	/	
10. 30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	/	
11. 40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8)	/	
12. 12	Gross Steno notebooks, spiral bound, (WJ 1115W)	/	
13. 200	Report Covers, Plastic with slide-on Spine, Clear	↓	
14. 200	Report Covers, Plastic with slide-on Spine,	/	
15. 12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	.242 / 290.40	
	REPUBLIC #128		
16. 12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	.194 / 232.80	
	↓ #258		

Estimated Order
Quantity

Item

Unit
Price / Total

17.	1M	Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)	<u>.162 / 162.00</u>
18.	60	Metal Drawer Frames for 8 1/2 x 11 hanging files REPUBLIC #125	<u>NB /</u>
19.	24	Metal Drawer Frames for 8 1/2 x 14 hanging files	<u>/</u>
20.	40M	File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut	<u>/</u>
21.	20M	File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut	<u>/</u>
22.	2M	Hanging Folders, 8 1/2 x 11	<u>/</u>
23.	2M	Hanging Folders, 8 1/2 x 14	<u>/</u>
24.	500	Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)	<u>/</u>
25.	200	Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)	<u>↓ /</u>
26.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62) #1514	<u>.44 / 440.00</u>
27.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72) #1516	<u>.51 / 510.00</u>
28.	15M	File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E) #1524	<u>.46 / 690.00</u>
29.	1M	File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E) #1526	<u>.57 / 570.00</u>
30.	15C	File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66) #1534	<u>.67 / 1,005.00</u>
31.	1M	File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76) #1536	<u>.77 / 770.00</u>
32.	30	Dictionary, Webster's Collegiate, 9th Edition	<u>NB /</u>
33.	60	Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G)	<u>↓ /</u>

Estimated Order			Unit	
Quantity	Item		Price	Total
34.	60 Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E)		NB /	
35.	120 Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E)		/	
36.	2M Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2		/	
37.	4M Envelopes, Sub. 32, Buff, Clasp, 10 x 13		/	
38.	1M Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2		/	
39.	1M Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2		/	
40.	1M Envelopes, Sub. 32, Buff, Clasp, 6 x 9		/	
41.	2M Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2		/	
42.	1M Envelopes, Sub. 32, Buff, Clasp, 10 x 15		/	
43.	10M Envelopes, Sub. 32, Buff, Clasp, 9 x 12		↓ /	
44.	24 sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25)		8.14 /	195.36
45.	48 sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225)		NB /	
46.	48 sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025)		↓ /	
47.	24 sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25)		9.27 /	222.48
48.	36 sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2)		NB /	
49.	24 sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675)		/	
50.	10 bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523)		/	
51.	10 bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623)		↓ /	

Estimated Order
Quantity

Item

Unit
Price / Total

52.	10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823)	NB	/
53.	48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF)		/
54.	24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25)		/
55.	48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25)		/
56.	10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)		/
57.	20M	Index Cards, white ruled, 3 x 5, (1/m box)		/
58.	10M	Index Cards, white ruled, 4 x 6, (1/m box)		/
59.	8M	Index Cards, white ruled, 5 x 8, (500/c box)		/
60.	15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281)		/
61.	4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A)		/
62.	1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260)		/
63.	1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250)		/
64.	200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7, and 8 columns, (WJ 7200 Series)		/
65.	30	Analysis Pads, Wilson Jones G7214D		/
66.	30	Analysis Pads, Wilson Jones 7513		/
67.	30	Analysis Pads, Wilson Jones G7608GW		/
68.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)		/

Estimated Order		Unit	
Quantity	Item	Price	Total
90.	60 Clipboards, 8 1/2 x 14	<u>NB /</u>	
91.	100M Paperclips, #1, standard, rustproof	<u>1.08 M / 108.00</u>	
92.	12 Bxs. Butterfly Paper Clamps (12/box)	<u>NB /</u>	
93.	20M Jumbo paper clips, 2" long	<u>3.32 M / 66.40</u>	
94.	180 Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)	<u>NB /</u>	
95.	120 Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	<u>↓ /</u>	
96.	48 Paper clip holders, Magnetic	<u>↓ /</u>	
97.	48 Dz. Binder Clips/Paper Clamps, (Manhattan #20)	<u>.38 / 18.24</u>	
98.	72 Dz. Binder Clip/Paper Clamps, (Manhattan #50) GENERAL	<u>.62 / 44.64</u>	
99.	72 Dz. Binder Clip/Paper Clamps, (Manhattan #100) ↓	<u>1.97 / 141.84</u>	
100.	120 Stamp Pads, Asst. Colors, (Sanford's #1) CARTERS #1	<u>.698 / 83.76</u>	
101.	60 Stamp Pads, Asst. Colors, (Sanford's #2) ↓ #2	<u>.988 / 59.28</u>	
102.	48 Stamp Pad Inker, Roll-on, Asst. Colors	<u>.82 / 39.36</u>	
103.	48 Tape Dispensers, Hand held, 1/2" (Scotch H-126) GENERAL #126	<u>.288 / 13.82</u>	
104.	30 Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	<u>NB /</u>	
105.	8 Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25) GENERAL #210	<u>5.42 / 43.36</u>	
106.	120 Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	<u>NB /</u> <u>↓</u>	
107.	6 Dz. Erasers, (Pink Pearl #100)	<u>↓ /</u>	
108.	8G Erasers, Pencil Tip Wedge	<u>3.17 / 25.36</u>	
109.	4 Dz. Erasers, (Art Gum #211)	<u>NB /</u>	
110.	6 Dz. Erasers, (Eberhard Faber Pink Pearl #400) ↓	<u>↓ /</u>	

Estimated Order			Unit
Quantity	Item	Price	Total
111.	120 Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners) <i>GENERAL</i>	<u>1.57</u>	<u>188.50</u>
112.	30 Dz. Finger Tips, Asst. sizes, (Parr Swingline)	<u>.92</u>	<u>27.60</u>
113.	8 Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)	<u>NB</u>	<u>/</u>
114.	72 Bxs. Push Pins, Plastic heads, Assted Colors (100/box)	<u>.88</u>	<u>63.36</u>
115.	120 Desk Trays, Letter size, stackable, (Eldon #1600)	<u>NB</u>	<u>/</u>
116.	96 Desk Trays, Large size, stackable, (Eldon #1604)	<u>/</u>	<u>/</u>
117.	24 Eraser, (Magic Rub Drafting Faber-Castell T9-1954)	<u>/</u>	<u>/</u>
118.	5C Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021)	<u>/</u>	<u>/</u>
119.	200 Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432) <i>DENNISON</i>	<u>1.27</u>	<u>254.00</u>
120.	15C Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers	<u>10.22</u>	<u>153.30</u>
121.	70 Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749) <i>LIQUI-MARK 500</i>	<u>1.77</u>	<u>123.90</u>
122.	96 Envelope Moistner, plastic tube with sponge end, (Sterling Master)	<u>NB</u>	<u>/</u>
123.	40G Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga) <i>VENUS (As Last)</i>	<u>11.17</u>	<u>446.80</u>
124.	12 Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin) <i>STRATOLINE</i>	<u>.92</u>	<u>11.04</u>
125.	2 Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt.	<u>NB</u>	<u>/</u>
126.	6G Wide tip markers, asstd. colors, (El Marko 751-759-01) <i>LIQUI-MARK</i>	<u>18.22</u>	<u>109.32</u>
127.	24 Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5)	<u>14B</u>	<u>/</u>

Estimated Order		Item	Unit	Total
Quantity			Price /	
128.	24	Pens and attachable anchors, (Sta-Put, W. T. Rogers)	NB /	
129.	24	Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)	↓ /	
130.	40G	Pens, med. pt., asst. colors, (Bic Deluxe C-PM011) <i>FADER CASTELL SPIRIT</i>	10.02 /	400.80
131.	20G	Pens, Fine point, asst. colors, ↓ (Bic BC-FS11)	10.02 /	200.40
132.	120	Mechanical Pencils, .5mm lead, (Pental Sharp 5)	NB /	
133.	160	tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness	↓ /	
134.	48	Letter Openers, metal, medium priced	↓ /	
135.	1	ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)	↓ /	
136.	48	Ruler, 12", wood with double metal edge	↓ /	
137.	48	Ruler, 15", wood with double metal edge	↓ /	
138.	48	Ruler, 18", wood with double metal edge	↓ /	
139.	148	Pairs, Scissors, 8", straight, medium priced	.82 /	121.36
140.	148	Staplers, Desk, Standard, Black <i>BOSTITCH</i>	3.17 /	469.16
141.	4G	Pens, asst. colors, med. pt., (<u>Papermate</u> PA-931, 2, 3)	10.97 /	43.88
142.	4G	Pens, Fine pt., asst. colors, (<u>Papermate</u> PA-936, 7, 8)	10.97 /	43.88
143.	36	Pkgs Chalk, anti-dust, (Crayola T2-1402) <i>SARGENT-White</i>	2.72 /	97.92
144.	6	Chalk Eraser, (Weber Costello, TS-804-526) <i>Costello #5</i>	7.24 02 /	43.62 ⁴⁴
145.	300	Bxs. Staples, standard, for desk staplers	NB /	
146.	60	Bxs. Staples, undulated, (Ace #700)	↓ /	
147.	12	Stapler, clipper type, (Ace #702)	↓ /	

Estimated Order			Unit	
Quantity	Item		Price	Total
148.	148 Staple remover, (Ace Standard #60) <i>GENERAL</i>		<u>.292</u>	<u>/ 43.22</u>
149.	12 Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)		<u>9.92</u>	<u>/ 119.04</u>
150.	20 Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol U8-AP806)		<u>6.82</u>	<u>/ 136.40</u>
151.	24 Desk Organizers, metal, vertical file, 6 slots, (GW #306)		<u>NB</u>	<u>/</u>
152.	60 Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60) <i>SHUFORD</i>		<u>.77</u>	<u>/ 46.20</u>
153.	200 Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)		<u>.54</u>	<u>/ 108.00</u>
154.	600 Rolls, Tape, mending, <i>LE PAGE- MENDING</i> 3/4" x 1296", (Scotch #810)		<u>.707</u>	<u>/ 424.20</u>
155.	72 Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)		<u>1.37</u>	<u>/ 98.64</u>
156.	72 Rolls, Tape,drafting, 3/4" x 60 yds., (Scotch #230)		<u>NB</u>	<u>/</u>
157.	72 Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)		<u>↓</u>	<u>/</u>
158.	120 Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)		<u>.577</u>	<u>/ 69.24</u>
159.	72 Tape, masking, <i>SHUFORD</i> 2" x 60 yds., (Scotch R8-202-2)		<u>1.17</u>	<u>/ 84.24</u>
160.	75' Magnetic Tape, 1/2" wide		<u>NB</u>	<u>/</u>
161.	24 Rls. Labeling Tape, 1/4", asstd colors, (Dymo)			<u>/</u>
162.	48 Rls. Labeling Tape, 3/8", asstd colors, (Dymo)			<u>/</u>
163.	96 Rls. Labeling Tape, 1/2", asstd colors, (Dymo)			<u>/</u>
164.	24 Engineer Scales & Cases (3 sided)			<u>/</u>
165.	36 Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)			<u>/</u>
166.	36 Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)			<u>/</u>
167.	72 Rls,Tape,Filament, 3/4"x60 yds., (Scotch R8-898)		<u>1.07</u>	<u>/ 77.04</u>
	<i>SHUFORD</i>			

Estimated Order
Quantity

Item

Unit
Price / Total

168.	72	Desk Pad Blotters, 19 x 24, green, brown, or black	NB /
169.	72	Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design	/
170.	100	Desk Pad Covers, acetate, 19 x 24, .0075 thick	/
171.	48	Paper Punch, clipper type, 1/4", (Premier 404)	/
172.	48	Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)	/
173.	48	Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61)	/
174.	48	Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)	/
175.	10G	Correction Fluid, white, (Liquid Paper)	96.88 / 968.80
176.	1G	Correction Fluid Thinner, (Liquid Paper Thinner)	64.37 / 64.37
177.	4G	Correction Fluid, for copies, (Liquid Paper)	108.88 / 435.52
178.	2G	Correction Fluid, colors, (Liquid Paper)	108.88 / 217.76
179.	48	Stamp Pad Ink, 1 1/2 oz., assorted colors	NB /
180.	24	Rubber Cement, 4 Oz., (Carter's)	/
181.	6	Rubber Cement Empty Pint Jar, w/app. brush	/
182.	5	Gal. Rubber Cement, one gallon containers, (Carter's)	/
183.	6	Qts. Rubber Cement Thinner, one quart, (Carter's)	/
184.	12	Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat)	/
185.	100	Poster Board, 22" x 28", white	/
186.	72	Bx Thumb Tacks, non-rusting metal, large, 100 per box	.27 / 19.44

Estimated Order Quantity	Item	Unit Price / Total
187.	48 Bxs. Map Tacks, assorted colors	<u>NB /</u>
188.	400 Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8)	<u>.33 / 132.00</u>
189.	96 Desk Cleaner, (3M Desk & Office Cleaner)	<u>NB /</u>
190.	12 Sets Book Ends, Metal, 9"	<u>/</u>
191.	12 Sets Book Ends, metal, 5"	<u>/</u>
192.	24 Wastebaskets, 15", Heavy Duty Rubber, Blk	<u>/</u>
193.	24 Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk	<u>/</u>
194.	40 Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812)	<u>/</u>
195.	24 Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	<u>/</u>
196.	120 Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)	<u>/</u>
197.	24 Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	<u>/</u>
198.	24 Expanding File, 12 x 10, Alpha, (Smead R217A)	<u>/</u>
199.	48 Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)	<u>/</u>
200.	20G Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	<u>/</u>
201.	20G Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30) BEROL 7700	<u>18.27 / 365.40</u>
202.	2M Rolodex Cards, plain white, 3 x 5, (C-35)	<u>NB /</u>
203.	20 Paper Punch, 3 hole, Heavy Duty HUNT #1501	<u>20.72 / 414.40</u>
204.	12 Date Stamp, (Rex-1, Pullman PD-1)	<u>NB /</u>
205.	12 Date Stamp, (Rex-2, Pullman PD-2)	<u>/</u>
206.	2M Rls. Adding Machine Tape, 2 1/4"	<u>/</u>

Estimated Order			Unit	
Quantity	Item	Price	Total	
207.	1C Rls. Adding Machine Tape, 3"	NB /		
208.	1C Rls. Adding Machine Tape, 3 7/16"	/		
209.	48 Sets Index, 3 Ring, A - Z, (Aico C-213)	/		
210.	40 Bxs. Tabs, plastic for hanging folders, (Oxford #42)	/		
211.	240 Micro-cassette, 60 minutes, (Scotch #543)	/		
212.	500 Cassette Tapes, 60 minutes, (Scotch)	.582 /	291.00	
213.	500 Cassette Tapes, 90 minutes, (Scotch)	.74 /	370.00	
214.	2M Envelopes, manila, oversize mailing, (Kraft #12)	NB /		
215.	4M Shipping Tags, w/string, (Dennison S1-11-505)	/		
216.	4M Rolodex Cards, 2 1/4" x 4"	/		
217.	1M Filler Paper, 3 ring, plain, (National #14-280)	/		
218.	600 Pkgs., Labels, File Folder, asstd. colors, (Avery FF3) DENNISON	.948 /	568.80	
219.	10 Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	NB /		
220.	60 Easel Pads, 27 x 34, (Ampad #24-031)	/		
221.	96 Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	/		
222.	4 Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	NB /		
223.	120 Gluestick, 6 Oz., (Pritt Y9-95180) DENNISON OR FABER CASTELL .26 oz.	.31 /	37.20	
224.	12 Dz. Calculator Ribbons, cloth, BR80N	NB /		
225.	8G Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555)	/		
226.	6 Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	/		
227.	6 Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	/		

Estimated Order		Unit	
Quantity	Item	Price	Total
(Nu-Kote 02-NK14)			
228.	10 Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)	<u>NB /</u>	
229.	6 Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)	<u>/</u>	
230.	48 Sorting Compound, moistener for finger tips, large, (Sortkwik)	<u>/</u>	
231	120 Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)	<u>/</u>	
232.	36 Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series)	<u>/</u>	
233.	100 Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)	<u>/</u>	
234.	30 Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)	<u>/</u>	
235.	6G Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	<u>/</u>	
236.	3G Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322)	<u>/</u>	
237.	4G Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	<u>/</u>	
238.	48 Reference File, V-Style, (Rolodex VIP-24)	<u>/</u>	
239.	288 Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)	<u>/</u>	
240.	120 Eraser Refill, for Quicker Clicker PD 345	<u>/</u>	
241.	10G Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes) DENNISON	<u>73.77 / 737.70</u>	
242.	20G Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes)	<u>60.27 / 11,205.40</u>	

	<u>Order</u> <u>Quantity</u>	<u>Item</u>	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes)	<u>26.47 / 264.70</u>
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes)	<u>47.37 / 284.22</u>
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176)	NB /
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	/
247.	12	Telephone List Finder Refills, Bates Director	/
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	/
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	/
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035)	/
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046)	/
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058)	/
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	/
254.	12	Reference Books, Thesaurus, (Roget's)	/
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	/
256.	24	Pencil Cups, Plastic, Black	/

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY
ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE July 7, 1988 BID REFERENCE #847

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M., ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT.

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____ %
IF PAID WITHIN _____ DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME BUSINESS EQUIPMENT CO., INC.
STREET ADDRESS 620 S. CALHOUN ST.
CITY FORT WAYNE, IN 46802
BY Diane Kury PHONE 423-2588
REPRESENTATIVE SIGNATURE

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ 57,782.00. (if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

as requested

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ N/A a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

determination of the damages that would be incurred by the City of Fort Wayne, and therefore provide for liquidated damages in the sum of \$ N/A per day as a reasonable estimate as to the damages which would be incurred by the City of Fort Wayne. The parties further agree that causes beyond the control of the contractor may delay the completion date. Therefore, the parties agree that delays in the completion date beyond the control of the contractor shall not result in the liquidated damages.

Delays beyond the control of the contractor can include but are not necessarily limited to, the following: Acts of God, strikes, lockouts or industrial disturbances, acts of public enemies, restraining orders of any kind by the government of the United States of America or the Government of any state or any of their departments, agencies, or officials, or any civil or military authority, insurrections, riots, landslides, earthquakes, fires, incapacitating storms, floods, and explosions.

OPTIONAL RENEWAL

☐ By mutual agreement between the City of Fort Wayne and the supplier, the contract period may be extended for an additional period not to exceed one (1) year. However, the agreement to extend must be completed in writing not less than fifteen (15) days prior to expiration date. The contract may be extended only at the same price and under the same conditions governing the original contract.

INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be conducted by the persons named below. Only these persons will have the authority to accept or reject the bids. In the event the individual or individuals listed below are no longer employed by the City or are no longer employed in the position stated, the person or persons assuming their positions will be responsible for the acceptance or rejection.

<u>NAME</u>	<u>TITLE</u>
DEE DENSEL	DEPARTMENT HEAD 427-1298
GLORIA J. GOEGLEIN	PURCHASING DIRECTOR 427-1101

Any questions pertaining to the Bid Package itself, should be directed to:

DOTTIE HANNEMAN

(219)427-1101

SUPERVISOR

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Business Equipment Company
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of Business Equipment
Company, that Business Equipment Company
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 6th day of July, 1988.

Business Equipment Company
(Name of Bidder/Vendor)

Diane A. Kurtz
(Name and Title of Person Signing)
Diane A. Kurtz, Purch. Agent

I N S T R U C T I O N S T O B I D D E R S
E Q U A L E M P L O Y M E N T O P P O R T U N I T Y
A F F I R M A T I V E A C T I O N P R O G R A M

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY: The Equal Employment Opportunity Policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minority persons in all of the various job categories when needed and the firm should establish specific goals to increase the number of minorities in the various job categories through hiring or promotion.

The City of Fort Wayne has approved some goals and timetables to serve as guidelines for firms with whom it does business. All firms doing business with the City should employ a representative number of minorities in all job classifications within a four year period, using the percentage of the non-white population as a goal. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm's Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its "good faith" effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the "good faith" effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities are currently being underutilized in any one or more job categories. ("Underutilization" means having fewer minorities in a particular job category than would reasonably be expected by their availability). Consideration of "good faith" effort shall also be given to the following factors:

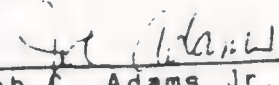
1. The minority population of the labor area:
A copy of the Standard Metropolitan Statistical Area for the City of Fort Wayne is provided by the Indiana State Employment Service. If you live outside the state, your local State Employment Service will provide manpower information for your area.
2. The size of the minority unemployment force in the labor area. (See Manpower statistics for your area).
3. The percentage of the minority work force as compared with the total work force in the immediate labor area. (See Manpower statistics for your area).
4. The general availability of minorities having requisite skills in the immediate labor area. (See Manpower statistics for your area).

EE0/AA/10/1/87

5. The availability of minorities having requisite skills in an area in which the facility can reasonably recruit. (See Manpower statistics for your area).
6. The availability of promotable minority employees within facilities organization. (See workforce analysis page 2, item IV).
7. The anticipated expansion, contraction and turnover of and in the work force. (You must project future vacancies caused by new positions or promotions).
8. The existence of training institutions capable of training minorities in the requisite skills. (Contact training institutions in your area).
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities. (You must do an in-house survey).
10. The use of recruitment sources where minorities can be secured.
11. You must complete all sections of the Affirmative Action Documents.
12. Compliance Review - The purpose of a compliance review is to determine if the contractor maintains nondiscriminatory hiring and employment practices and is taking affirmative action to insure that applicants are employed and that employees are placed, trained, upgraded, promoted, terminated, otherwise treated during employment without regards to race, color, religion, sex or national origin. It shall consist of a comprehensive analysis and evaluation of each aforementioned practices and policies and conditions resulting therefrom.

Every effort should be directed to increase materially the number of minorities at all levels in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical and skilled craftsmen.

PROGRAM SUMMARY - THE AFFIRMATIVE ACTION PROGRAM SHALL BE SUMMARIZED AND UPDATED ANNUALLY. CONTRACTORS AND SUBCONTRACTORS SHALL SUBMIT THE PROGRAM SUMMARY TO THE EEO/AFFIRMATIVE ACTION OFFICER EACH YEAR ON THE EXPIRATION DATE OF THE AFFIRMATIVE ACTION PROGRAM.


Joseph C. Adams Jr.
EEO/AA Compliance Officer

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Name of Company BUSINESS EQUIPMENT COMPANY
Address 620 So. Calhoun St. City Fort Wayne, IN
Zip 46802 Phone (219) 423-2588

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

FRITZY J. OBER SEC/TREAS
PLEASE PRINT Title

Date July 6, 1988 Signature Fritz J. Ober

1. Does your firm have a written Affirmative Action Program? Yes ☒ No ☐
A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? Yes ☒ No ☐

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? Yes ☒ No ☐
3. Current number of employees 18
Number of employees as of October 1987 19 January 1988 19 April 1988 19 and July 1988 18

4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
SALES CLERK	3.75 - 5.00 per hr	2
SHIPPING & RECEIVING	4.25 - 6.25 per hr	2
BILLING CLERK	5.50 - 6.50	1
OUTSIDE SALES	900 - 2,000.00 ^{per mo.} commission	3
BUYER	1550.00 per mo	1
TELEPHONE OPERATOR	4.50	1
MANAGEMENT		2
WAREHOUSE	4.25 - 5.50 per hr	3
ORDER FILLER	4.50 - 6.25	2
DRIVER	5.75	1

EMPLOYEES BY RACE/ETHNICITY/SEX								
W		BLK		H		OTHER		(DESIGNATE)
M	F	M	F	M	F	M	F	
	2							
1	1							
	1							
3	10							
	1							
	1							
1	1							
3								
	2							
1								

Handicapped: Yes ☒ No ☐

List Number _____

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

5. If total minority employment is less than 20% give reasons why. (Do not include Females when you figure minority employment percentages.) Not qualified
6. List minority recruitment sources: Indiana Unemployment Office
7. Does your company anticipate an increase in employment this year? Yes ☒ No
Approximately how many? N/A
8. What specific goals can you achieve for the employment of minorities during 1987-88?

A. Officials and Managers	_____	%
B. Professionals	_____	%
C. Technicians	_____	%
D. Sales Workers	<u>30</u>	%
E. Office and Clerical	_____	%
F. Skilled Craftsmen	_____	%
G. Other	<u>Warehouse + Shipping & Rec.</u>	<u>30</u> %

9. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of Business Equipment Co. that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy Business Equipment Co. will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The Management will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

Business Equipment Co. 7-6-88
Name of Company or Firm Date

Fritz J. Ober
Signature of Highest Company Official

FRITZY J. OBER SECRETARY/TREAS.
Name and Title of Signer (Please type or Print)

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Name of Contractor or Supplier

Address And Telephone Number

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Fritzy J. Ber 7/6/88
(Person to Win Out This Form And Date)

[illegible]

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: July 6, 1988

BUSINESS EQUIPMENT COMPANY

By: Name of Bidder
Diane A. Kurtz
Title: Purchasing Agent

Official Address: (including zip code)

620 S. Calhoun St.

Fort Wayne, IN 46802

Bond No.

Fidelity and Deposit Company

HOME OFFICE

OF MARYLAND

BALTIMORE, MD. 21203

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, BUSINESS EQUIPMENT CO., INC.
620 S. Calhoun Street
Fort Wayne, IN 46802, as Principal, (hereinafter called the "Principal"), and
the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, of Baltimore, Maryland, a corporation duly organized
under the laws of the State of Maryland, as Surety, (hereinafter called the "Surety"), are held and firmly bound
unto CITY OF FORT WAYNE
Room 350 City-County Building
Fort Wayne, IN 46802 as Obligee, (hereinafter called the "Obligee"),
in the sum of Five Percent (5%) of Contractors Maximum Bid Dollars (\$.....),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves,
our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for.....
Office Supplies for period of 7/1/88 to 6/30/89

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into
a contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be
specified in the bidding or contract documents with good and sufficient surety for the faithful performance of
such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the
event of the failure of the Principal to enter into such contract and give such bond or bonds, if the Principal
shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said
bid and such larger amount for which the Obligee may in good faith contract with another party to perform
the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 7th day of July A.D. 1988

Diane P. Kutz
Witness

BUSINESS EQUIPMENT CO., INC. (SEAL)
Principal
Fitzgy J. Ober Sec./Treas.
Title

FIDELITY AND DEPOSIT COMPANY OF MARYLAND
Surety

Carol J. Jennings
Witness
Carol J. Jennings

By Virginia T. Axson (SEAL)
Title
Virginia T. Axson
Attorney-in-fact

Power of Attorney
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

HOME OFFICE, BALTIMORE, MD

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by C. M. PECOT, JR., Vice-President, and C. W. ROBBINS, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint Duane E. Lupke, Donald L. Coffey, Edward B. Rice, Walter E. Boose, Virginia T. Axson, Gerald Clancy and Judith A. Snyder, all of Fort Wayne, Indiana, EACH its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings.....

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Duane E. Lupke, et al, dated, April 2, 1986.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 1st day of October, A.D. 1987

ATTEST:



FIDELITY AND DEPOSIT COMPANY OF MARYLAND

C W Robbins
Assistant Secretary

By

Ch. J. Fader
Vice-President

STATE OF MARYLAND
CITY OF BALTIMORE

ss:

On this 1st day of October, A.D. 1987, before the subscriber, a Notary Public of the State of Maryland, in and for the City of Baltimore, duly commissioned and qualified, came the above-named Vice-President and Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself depose and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal, at the City of Baltimore, the day and year first above written.



Carol J. Fader
Notary Public Commission Expires July 1, 1990

CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 16th day of July, 1969.

RESOLVED: "That the facsimile or mechanically reproduced signature of any Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company, this 7th day of July, 1988.

044-2987

Christopher T. Ingham
Assistant Secretary

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: July 6, 1988

- | | |
|-------------------------------------|--------------------------|
| 1. Governmental Unit: | Department of Purchasing |
| 2. County: | Allen County |
| 3. Bidder (Firm): | Business Equipment Co. |
| Address: | 620 S. Calhoun St. |
| City/State: | Fort Wayne, IN 46802 |
| 4. Telephone Number: | (219) 423-2588 |
| 5. Agent of Bidder (if applicable): | Diane A. Kurtz |

Pursuant to notices given, the undersigned offers bid(s) to Dept. of Purchasing (Gov-
ernmental Unit) in accordance with the following attachment(s) which specify the class or item number or
description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Bidder on Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
 ALLEN COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Business Equipment Company

Bladder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this 6th day of July 19 88
11/26/88

My Commission Expires: 11/26/88

County of Residence: Allen

Notary Public

Helen Fitzgerald

Resident of Allen County

Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for _____ classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: June 27, 1988

1. Governmental Unit: _____
2. County: COOK
3. Bidder (Firm): STANDARD STATIONERY SUPPLY CO.
Address: 2251 S. FOSTER AVE.
City/State: WHEELING, IL. 60090
4. Telephone Number: 312 870-1335
5. Agent of Bidder (If applicable): _____

Pursuant to notices given, the undersigned offers bid(s) to CITY OF FORT WAYNE (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

David Wilson
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

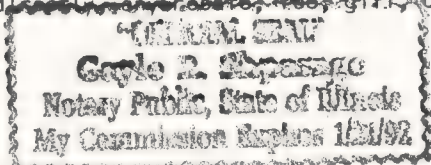
Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA
) SS:
COOK COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly any bribe, gift, commission or thing of value on account of such sale.



STANDARD STATIONERY
Bidder (Firm)

David Wilson
Signature of Bidder or Agent

Subscribed and sworn to before me this 27th day of June, 1988.

My Commission Expires: 1-21-92

County of Residence: COOK

Gayle R. Shparago
Notary Public

Gayle R. Shparago
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

Estimated Order

Quantity Item

Unit
Price / Total

1.	400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors Wilson Jones #447-13	.84 / 336.00
2.	200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors Wilson Jones #447-27	.95 / 190.00
3.	200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors Wilson Jones #447-32	1.25 / 250.00
4.	800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)	1.95 / 1560.00
5.	24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones 364-34)	2.00 / 48.00
6.	24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B)	2.05 / 49.20
7.	24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)	6.25 / 150.00
8.	24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)	6.25 / 150.00
9.	24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)	3.75 / 90.00
10.	30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	18.45 / 553.50
11.	40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8) W-lson Jones #S304-15)	6.85 / 274.00
12.	12	Gross Steno notebooks, spiral bound, (WJ 1115W) SCM #880	57.00 / 684.00
13.	200	Report Covers, Plastic with slide-on Spine, Clear C-Line #32557	.15 / 30.00
14.	200	Report Covers, Plastic with slide-on Spine, C-Line #32551	.15 / 30.00
15.	12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	32.00 / 384.00
16.	12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	22.00 / 264.00

Estimated Order			Unit	
Quantity	Item		Price	Total
17.	1M	Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)	19.00C/	190.00
18.	60	Metal Drawer Frames for 8 1/2 x 11 hanging files	1.15 /	69.00
19.	24	Metal Drawer Frames for 8 1/2 x 14 hanging files	1.25 /	30.00
20.	40M	File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut	36.00M /	1440.00
		SCM		
21.	20M	File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut	48.00M /	960.00
		SCM		
22.	2M	Hanging Folders, 8 1/2 x 11	SCM #HF151	.17 / 340.00
23.	2M	Hanging Folders, 8 1/2 x 14	SCM #HF152	.21 / 420.00
24.	500	Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)	.40 /	200.00
25.	200	Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)	.49 /	98.00
26.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)	48.50C/	485.00
27.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)	57.00C/	570.00
28.	15M 15C	File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E) Wilson Jones #64	57.00C/	855.00
29.	1M	File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E) Wilson Jones #74	67.00C/	670.00
30.	15C	File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)	68.00C/	1020.00
31.	1M	File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)	78.00C/	780.00
32.	30	Dictionary, Webster's Collegiate, 9th Edition	11.50 /	345.00
33.	60	Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G) Wilson Jones #CC19-6	.95 /	57.00

Estimated Order		Unit	
Quantity	Item	Price	Total
34. 60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E) Wilson Jones #CC19-4	.85 /	51.00
35. 120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E) Wilson Jones #CC22-4	.98 /	117.60
36. 2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2	54.50M /	109.00
37. 4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13	75.00M /	300.00
38. 1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2	92.50M /	92.50
39. 1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2	99.00M /	99.00
40. 1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9	45.00M /	45.00
41. 2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2	87.00M /	174.00
42. 1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15	90.00M /	90.00
43. 10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12	64.00M /	640.00
44. 24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25) G/W #95MX21	8.40 /	201.60
45. 48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225) without rod eyelet - #XPN925	7.50 /	360.00
46. 48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025) without rod eyelet #XPN1025	13.50 /	648.00
47. 24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25) G/W #95MX24	10.25 /	246.00
48. 36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2) G/W #3255	.72 /	25.92
49. 24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675) G/W #4256	1.05 /	25.20
50. 10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523) SCM # 353	1.32 /	13.20
51. 10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623) SCM #463	1.90 /	19.00

Estimated Order		Item	Unit	
Quantity			Price	Total
52.	10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823) SCM # 583	2.70 /	27.00
53.	48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF) G/W 42C56	1.95 /	93.60
54.	24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25) G/W 52C58	2.20 /	52.80
55.	48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25) G/W 32C55	1.50 /	72.00
56.	10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)	3.95 /	39.50
57.	20M	Index Cards, white ruled, 3 x 5, (1/m box) SCM #600	2.50M /	50.00
58.	10M	Index Cards, white ruled, 4 x 6, (1/m box) SCM #700	4.30M /	43.00
59.	8M	Index Cards, white ruled, 5 x 8, (500/c box) SCM #800	6.80M /	54.40
60.	15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281) W.J. #2813F	1.75C /	26.25
61.	4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A) W.J. #805-13F	27.00M /	108.00
62.	1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260) W.J. #2711F	19.80M /	19.80
63.	1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250) W.J. #2809F	13.50M /	13.50
64.	200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7, and 8 columns, (WJ 7200 Series)	1.55 /	310.00
65.	30	Analysis Pads, Wilson Jones G7214D	1.55 /	46.50
66.	30	Analysis Pads, Wilson Jones 7513	3.30 /	99.00
67.	30	Analysis Pads, Wilson Jones G7608B	2.05 /	61.50
68.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)	7.80C /	62.40

Estimated Order		Item	Unit	
Quantity			Price	Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8)	7.80C /	62.40
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white #9014 #9024	60.00gr /	1200.00
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white #911 #9021	49.80gr /	996.00
72.	12G	Legal ruled pads, 5 x 8, yellow & white #9058 #9028	25.80gr /	309.60
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)	72.00M /	216.00
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)	.73 /	8.76
75.	24	Paper Spindles #50112	1.20 /	28.80
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)	.98 /	14.70
77.	50	LB. Rubber Bands, 1/4# Box and 1/4# Box , assorted sizes	2.701b /	135.00
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)	7.60 /	45.60
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	4.70 /	28.20
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	5.80 /	34.80
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	4.70 /	28.20
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	8.90 /	53.40
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	3.30 /	26.40
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	10.30 /	61.80
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx)	4.20 /	1008.00
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx)	4.70 /	1128.00
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx)	2.10 /	126.00
88.	24	Clipboard, 6 x 9 #203	.95 /	22.80
89.	120	Clipboards, 8 1/2 x 11 #204	.95 /	114.00

Estimated Order		Unit		Total
Quantity	Item	Price	/	
		1.00	/	60.00
90.	60 Clipboards, 8 1/2 x 14 #205	1.10M	/	110.00
91.	100M Paperclips, #1, standard, rustproof	.40bx	/	4.80
92.	12 Bxs. Butterfly Paper Clamps (12/box)	3.35M	/	67.00
93.	20M Jumbo paper clips, 2" long	.53	/	95.40
94.	180 Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)	.71	/	85.20
95.	120 Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	.58	/	27.84
96.	48 Paper clip holders, Magnetic	.40/dz	/	19.20
97.	48 Dz. Binder Clips/Paper Clamps, (Manhattan #20)	.75/dz	/	54.00
98.	72 Dz. Binder Clip/Paper Clamps, (Manhattan #50)	2.00/dz	/	144.00
99.	72 Dz. Binder Clip/Paper Clamps, (Manhattan #100)	.95	/	114.00
100.	120 Stamp Pads, Asst. Colors, (Sanford's #1)	1.45	/	87.00
101.	60 Stamp Pads, Asst. Colors, (Sanford's #2)	1.12	/	53.76
102.	48 Stamp Pad Inker, Roll-on, Asst. Colors	.30	/	14.40
103.	48 Tape Dispensers, Hand held, 1/2" (Scotch H-126)	3.85	/	115.50
104.	30 Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	10.15	/	81.20
105.	8 Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	.30	/	36.00
106.	120 Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	3.05	/	18.30
107.	6 Dz. Erasers, (Pink Pearl #100)	5.20gr	/	41.60
108.	8G Erasers, Pencil Tip Wedge	3.80dz	/	15.20
109.	4 Dz. Erasers, (Art Gum #211)	4.45	/	26.70
110.	6 Dz. Erasers, (Eberhard Faber Pink Pearl #400)			

Estimated Order		Item	Unit	
Quantity			Price	Total
111.	120	Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)	2.35 /	282.00
112.	30	Dz. Finger Tips, Asst. sizes, (Parr Swingline)	.88dz /	26.40
113.	8	Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)	4.55 /	36.40
114.	72	Bxs. Push Pins, Plastic heads, Assted Colors (100/box)	.85 /	61.20
115.	120	Desk Trays, Letter size, stackable, (Eldon #1600)	1.49 /	178.80
116.	96	Desk Trays, Large size, stackable, (Eldon #1604)	5.85 /	561.60
117.	24	Eraser, (Magic Rub Drafting Faber-Castell T9-1954)	3.80 /	7.60
118.	5C	Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021)	4.10 /	20.50
119.	200	Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432)	1.92 /	384.00
120.	15C	^{SHEETS} Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers Avery #5351 - 100 sheets per box	16.75C /	251.25
121.	70	Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)	4.05dz /	283.50
122.	96	Envelope Moistner, plastic tube with sponge end, (Sterling Master)	.40 /	38.40
123.	40G	Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga)	17.00gr /	680.00
124.	12	Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin)	2.60dz /	31.20
125.	2	Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt.	4.98 /	9.96
126.	6G	Wide tip markers, asstd. colors, (El Marko 751-759-01)	88.80gr /	532.80
127.	24	Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5)	.45 /	10.80

Estimated Order			Unit	
Quantity	Item		Price	Total
128.	24 Pens and attachable anchors, (Sta-Put, W. T. Rogers)		1.90 /	45.60
129.	24 Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)		1.00 /	24.00
130.	40G Pens, med. pt., asst. colors, (Bic Deluxe C-PM011)		25.80gr /	1032.00
131.	20G Pens, Fine point, asst. colors, (Bic BC-FS11)		33.00gr /	660.00
132.	120 Mechanical Pencils, .5mm lead, (Pental Sharp 5)		2.10 /	252.00
133.	160 tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness		.40tb /	64.00
134.	48 Letter Openers, metal, medium priced		.34 /	16.32
135.	1 ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)		29.50 /	29.50
136.	48 Ruler, 12", wood with double metal edge		.58 /	27.84
137.	48 Ruler, 15", wood with double metal edge		.74 /	35.52
138.	48 Ruler, 18", wood with double metal edge		.85 /	40.80
139.	148 Pairs, Scissors, 8", straight, medium priced		1.20 /	177.60
140.	148 Staplers, Desk, Standard, Black		6.25 /	925.00
141.	4G Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)		21.60gr /	86.40
142.	4G Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)		27.00gr /	108.00
143.	36 Pkgs Chalk, anti-dust, (Crayola T2-1402)		.42 /	15.12
144.	6 Chalk Eraser, (Weber Costello, TS-804-526)		.92 /	5.52
145.	300 Bxs. Staples, standard, for desk staplers		.65 /	195.00
146.	60 Bxs. Staples, undulated, (Ace #700)		1.45 /	87.00
147.	12 Stapler, clipper type, (Ace #702)		12.00 /	144.00

Estimated Order		Item	Unit	
Quantity			Price	Total
148.	148	Staple remover, (Ace Standard #60)	.35	/ 51.80
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	12.50	/150.00
150.	20	Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol U8-AP806)	8.95	/179.00
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306)	12.35	/ 296.40
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	2.55	/ 153.00
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	1.03	/ 206.00
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	1.35	/ 810.00
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	2.39	/ 172.08
156.	72	Rolls, Tape, drafting, 3/4" x 60 yds., (Scotch #230)	1.90	/ 136.80
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	2.39	/ 172.08
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	2.55	/ 306.00
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	5.15	/ 370.80
160.	75'	Magnetic Tape, 1/2" wide	.25ft	/ 18.75
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo)	.53	/ 12.72
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo)	.68	/ 32.64
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo)	.86	/ 82.56
164.	24	Engineer Scales & Cases (3 sided)	2.44	/ 58.56
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)	.90	/ 32.40
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)	.90	/ 32.40
167.	72	Rls, Tape, Filament, 3/4"x60 yds., (Scotch R8-898)	3.35	/ 241.20

Estimated Order			Unit	
Quantity	Item		Price	Total
168.	72 Desk Pad Blotters, 19 x 24, green, brown, or black		.45 /	32.40
169.	72 Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design		3.70 /	266.40
170.	100 Desk Pad Covers, acetate, 19 x 24, .0075 thick		.98 /	98.00
171.	48 Paper Punch, clipper type, 1/4", (Premier 404)		.55 /	26.40
172.	48 Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)		2.60 /	124.80
173.	48 Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61)		4.00 /	192.00
174.	48 Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)		5.00 /	240.00
175.	10G Correction Fluid, white, (Liquid Paper)	122.40gr		1224.00
176.	1G Correction Fluid Thinner, (Liquid Paper Thinner)	77.70gr		77.70
177.	4G Correction Fluid, for copies, (Liquid Paper)	129.60gr		518.40
178.	2G Correction Fluid, colors, (Liquid Paper)	136.80gr		273.60
179.	48 Stamp Pad Ink, 1 1/2 oz., assorted colors	1.80 /		86.40
180.	24 Rubber Cement, 4 Oz., (Carter's)	.79 /		18.96
181.	6 Rubber Cement Empty Pint Jar, w/app. brush	5.00 /		30.00
182.	5 Gal. Rubber Cement, one gallon containers, (Carter's)	11.95 /		59.75
183.	6 Qts. Rubber Cement Thinner, one quart, (Carter's)	2.90 /		17.40
184.	12 Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat) 2 oz. disc. - Sub 4 oz. (#100L)	1.50 /		18.00
185.	100 Poster Board, 22" x 28", white	.43 /		43.00
186.	72 Bx Thumb Tacks, non-rusting metal, large, 100 per box	.55 /		39.60

Estimated Order		Item	Unit	
Quantity			Price	Total
187.	48	Bxs. Map Tacks, assorted colors	1.65 /	79.20
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8)	.69 /	276.00
189.	96	Desk Cleaner, (3M Desk & Office Cleaner)	1.75 /	168.00
190.	12	Sets Book Ends, Metal, 9"	4.15 /	49.80
191.	12	Sets Book Ends, metal, 5"	1.25 /	15.00
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk	2.80 /	67.20
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk	1.89 /	45.36
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812) DISCONTINUED SUB W.J. #C14-812N	1.58 /	63.20
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	11.25 /	270.00
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811) DISCONTINUED SUB W.J. #C14-811N	1.89 /	226.80
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	6.25 /	150.00
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	4.50 /	108.00
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M) DISCONTINUED SUB #CI-5031-6C	2.80 /	134.40
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	45.00gr /	900.00
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	45.00gr /	900.00
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35)	7.55/M /	15.10
203.	20	Paper Punch, 3 hole, Heavy Duty	5.50 /	110.00
204.	12	Date Stamp, (Rex-1, Pullman PD-1)	1.60 /	19.20
205.	12	Date Stamp, (Rex-2, Pullman PD-2)	1.60 /	19.20
206.	2M	Rls. Adding Machine Tape, 2 1/4"	.255 ea /	510.00

Estimated Order

Quantity	Item	Unit Price	Total
207. 1C	Rls. Adding Machine Tape, 3"	.37 /	37.00
208. 1C	Rls. Adding Machine Tape, 3 7/16"	.41 /	41.00
209. 48	Sets Index, 3 Ring, A - Z, (Aico C-213)	1.28 /	61.44
210. 40	Bxs. Tabs, plastic for hanging folders, (Oxford #42)	.50 /	20.00
211. 240	Micro-cassette, 60 minutes, (Scotch #543)	1.60 /	384.00
212. 500	Cassette Tapes, 60 minutes, (Scotch)	.92 /	460.00
213. 500	Cassette Tapes, 90 minutes, (Scotch)	1.25 /	625.00
214. 2M	Envelopes, manila, oversize mailing, (Kraft #12)	26.80M /	53.60
215. 4M	Shipping Tags, w/string, (Dennison S1-11-505)	21.95M /	87.80
216. 4M	Rolodex Cards, 2 1/4" x 4"	6.30M /	25.20
217. 1M	Filler Paper, 3 ring, plain, (National #14-280) WILSON JONES #2713P	19.90M /	19.90
218. 600	Pkgs., Labels, File Folder, asstd. colors, (Avery FF3)	1.48 /	888.00
219. 10	Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	1.30 /	13.00
220. 60	Easel Pads, 27 x 34, (Ampad #24-031)	5.30 /	318.00
221. 96	Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	1.39 /	133.44
222. 4	Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	3.95dz /	15.80
223. 120	Gluestick, 6 Oz., (Pritt Y9-95180) UHU #U75	1.00 /	120.00
224. 12	Dz. Calculator Ribbons, cloth, BR80N	11.50dz /	138.00
225. 8G	Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555)	51.00gy	408.00
226. 6	Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	6.75 /	40.50
227. 6	Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	7.15 /	42.90

Estimated Order		Unit	
Quantity	Item	Price /	Total
(Nu-Kote 02-NK14)			
228.	10 Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)	6.75 /	67.50
229.	6 Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)	7.15 /	42.90
230.	48 Sorting Compound, moistener for finger tips, large, (Sortkwik)	1.05 /	50.40
231	120 Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)	1.50 /	180.00
232.	36 Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series)	7.80 /	280.80
233.	100 Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)	1.55 /	155.00
234.	30 Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)	1.35 /	40.50
235.	6G Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	144.00 /	864.00
236.	3G Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322)	445.00 /	1335.00
237.	4G Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	51.00 /	204.00
238.	48 Reference File, V-Style, (Rolodex VIP-24)	10.00 /	480.00
239.	288 Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)	2.15 /	619.20
240.	120 Eraser Refill, for Quicker Clicker PD 345	.56tp /	67.20
241.	10G Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes) #655	99.35g /	993.50
242.	20G Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes) #654	76.30g /	1526.00

	<u>Order</u> <u>Quantity</u>	<u>Item</u>	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes) #653	<u>33.35 / 333.50</u>
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes) #656	<u>56.10 / 336.60</u>
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176) SCM #CB4-511	<u>3.05 / 610.00</u>
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	<u>12.45 ea / 149.40</u>
247.	12	Telephone List Finder Refills, Bates Director	<u>4.25 / 51.00</u>
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	<u>9.45 / 75.60</u>
249.	5	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	<u>5.55 / 33.30</u>
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035)	<u>4.10 / 32.80</u>
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046)	<u>4.55 / 36.40</u>
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058)	<u>5.10 / 40.80</u>
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	<u>6.40 / 614.40</u>
254.	12	Reference Books, Thesaurus, (Roget's)	<u>8.75 / 105.00</u>
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	<u>2.65 / 159.00</u>
256.	24	Pencil Cups, Plastic, Black	<u>1.75 / 42.00</u>

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE July 7, 1988 BID REFERENCE #847

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M., ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT.

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: %
IF PAID WITHIN DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME XEROX CORPORATION
STREET ADDRESS 220 INSURANCE DR
CITY FT WAYNE IN 46825
BY CONNY CLARK PHONE 219
REPRESENTATIVE SIGNATURE Conny Clark 484-9036

Xerox Corporation
8777 Purdue Road
Indianapolis, Indiana 46268
317 875-6500

XEROX

June 30, 1988

Gloria J. Goeglein
Director of Purchasing
City of Fort Wayne
Fort Wayne, IN

Dear Ms. Goeglein:

This is to acknowledge receipt of your recent request that Xerox Corporation certify its compliance with certain governmental requirements relating to equal employment opportunities.

Because of the number of such requests, we are taking the liberty of providing a form certification.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dan Light (jma)". The signature is fluid and cursive, with the initials "jma" in parentheses at the end.

Dan Light
District Manager

REPRESENTATIONS AND CERTIFICATIONS

Xerox Corporation makes the following representations and certifications in accordance with Title 48 of the Code of Federal Regulations (Federal Acquisition Regulations):

This is to provide certification of nonsegregated facilities, in compliance with equal employment opportunity and affirmative action requirements, and purchasing requirements relative to small businesses.

- Contractor is not a Small Business Concern. Total employees, U.S. Operations: 70,000.
- Not all supplies to be furnished will be manufactured or produced by a Small Business Concern in the United States, its possessions, or Puerto Rico.
- Contractor is not a Small Disadvantaged Business Concern.
- Contractor is not a Women-Owned Small Business Concern.
- Contractor has developed and filed annual goals for purchases from Small Business Concerns and Small Disadvantaged Business Concerns.
- Contractor complies and will comply with all requirements of the Equal Opportunity Clause, 48 CFR 52.222-26.
- Contractor has participated in a previous contract subject to the Equal Opportunity Clause.
- Contractor's Equal Opportunity program has been subject to a governmental Equal Opportunity compliance review.
- Contractor has filed and will continue to file all required EEO compliance reports and other reports.
- Contractor has developed and has on file at each establishment affirmative action programs required by the rules and regulations of the Secretary of Labor.
- Contractor does not and will not maintain or provide for its employees any segregated facilities, and does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained.
- Contractor complies and will comply with all requirements of the Affirmative Action For Special Disabled And Vietnam Era Veterans Clause, 48 CFR 52.222-35.
- Contractor complies and will comply with all requirements of the Affirmative Action For Handicapped Workers Clause, 48 CFR 52.222-36.

XEROX CORPORATION

By Dan Light (jao)

Title: DISTRICT MANAGER Date: JUNE 30, 1988

WORK FORCE ANALYSIS FOR INDIANAPOLIS
AS OF 01/01/88

CURR ORG CODE	GRADE TYPE	JOB TITLE	TOTAL EMPL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	BLACK	ASIAN	MALE	HISP	WHITE	BLACK	ASIAN	FEMALE	I & A	HISP	WHITE
YC31B*																	
	71S	MARKETING REP I	6	3	3	1	0	0	0	0	3	1	0	0	0	0	2
	73S	MARKETING REP I	7	3	4	0	0	0	0	0	3	0	0	0	0	0	4
	06X	ASO SECRETARY I	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	04X	SR MESSAGE CENTER CLK	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
	04X	SALES ADMN SEC IV	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
	05X	CH SWTCHBRD OPR	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1
	05X	COMMUNICATION CRD II	1	0	1	0	0	0	0	0	5	1	0	0	0	0	0
	73S	ACCOUNT REP I	6	5	1	1	0	0	0	0	0	0	0	0	0	0	1
	73S	ACCOUNT MANAGER I	1	0	1	0	0	0	0	0	1	0	0	0	0	0	1
	73S	COMMERCIAL PRINT REP	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	09X	SR CUSTOMER SUPPORT REP	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1
	07X	SALES ADMN SEC I	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	75S	PRINTING SYS SALES REP	3	2	1	0	0	0	0	0	2	0	0	0	0	0	1
	75S	ACCOUNT REP I	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	75S	INFO SYS SLS REP I	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	75S	ACCOUNT MANAGER I	4	2	2	0	0	0	0	0	2	0	0	0	0	0	2
	08X	CUST AD SPEC III FIN CL	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	08X	SR MKTG SUPT COORD	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	08X	SR CUST AD REP COMM	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	09X	SR CUSTOMER SUPPORT REP	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2
	77S	PRINTING SYS SALES REP	2	1	1	1	1	0	0	0	0	0	0	0	0	0	1
	77S	ACCOUNT REP I	2	1	1	0	0	0	0	0	1	0	0	0	0	0	1
	77S	SR HIGH VOL MKTG EXEC	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	79S	ACCOUNT REP I	5	5	0	1	1	0	0	0	4	0	0	0	0	0	0
	79S	HIGH VOLUME ACCT EXEC	2	2	0	0	0	0	0	0	1	0	0	0	0	0	0
	06E	PS ASSOC SYS ANALYST II	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	06E	ASSOC DOC SYS ANAL II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	75S	DOCUMENT SYSTEMS REP	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	07E	PS SYSTEMS ANALYST I	2	2	0	0	0	0	0	0	2	0	0	0	0	0	0
	77S	PUBLISHING SYSTEMS REP	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1
	08E	DIST MKTG CONTROLLER III	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	09E	DIST MKTG CONTROLLER II	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	09E	PS SR SYSTEMS ANALYST	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1
	09E	SR DOCUMENT SYS ANALYST	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1
	82S	MAJOR ACCT SALES MGR	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	82S	ACCOUNT REP SALES MGR	4	4	0	0	0	0	0	0	4	0	0	0	0	0	0
	82S	MARKETING REP SALES MGR	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	84S	COMBO SYSTEMS SALES MGR	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	84S	DISTRICT SALES MGR	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
	84S	DOCUMENT SYS SALES MGR	1	1	0	1	0	0	0	0	0	0	1	0	0	0	1
	82S	SYSTEMS SUPPORT MGR	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	82S	AREA SALES TRNG MGR	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0
TOTAL YC31B			75	42	33	10	3	0	0	0	39	6	1	0	0	0	26

REPORT DATE: 04/08/88

WORK FORCE ANALYSIS FOR INDIANAPOLIS
AS OF 01/01/88

CURR ORG CODE	GRADE COMP TYPE	JOB TITLE	TOTAL EMPL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	BLACK	ASIAN	MALE I & A	HISP	WHITE	BLACK	ASIAN	FEMALE I & A	HISP	WHITE
50T	ASSOC CUST SVC ENGINEER	9	8	1	2	2	0	0	0	0	6	0	0	0	0	1
54T	SR CUST SVC ENG I	23	17	6	2	2	0	0	0	0	15	0	0	0	0	6
54T	SR SERVICE CENTER TECH	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
05X	CUST SVC SUPT REP IV	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
06X	CUST SVC SUPT REP III	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
07X	CUST SVC SUPT REP II	6	0	6	2	2	0	0	0	0	0	2	0	0	0	4
07X	SR SERVICE ADMIN	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2
07X	SERVICE ADMN SEC I	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
07X	CUST SVC RELS COORD	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
56T	SR CUST SVC ENG II	8	7	1	0	0	0	0	0	0	7	0	0	0	0	1
56T	CUST SUPPORT SPEC I	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
08X	CUST SVC SUPT REP I	1	0	1	1	1	0	0	0	0	0	1	0	0	0	0
58T	SR CUST SVC ENG III	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
58T	SERVICE CENTER SPEC II	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
54T	SR CUST SVC ENG I	3	2	1	1	1	0	0	0	0	1	0	0	0	0	1
56T	SR CUST SVC ENG II	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
60T	SR CUST SVC ENG IV	65	63	2	5	5	0	0	0	0	58	0	0	0	0	2
28T	CUST SVC TRAINER *W*	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
56T	CUST SUPPORT SPEC I	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0
60T	SR CUST SVC ENG IV	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
62T	SR CUST SVC ENG V	29	29	0	0	0	0	0	0	0	27	0	0	0	0	0
62T	CUST SUPPORT SPEC IV	11	11	0	0	0	0	0	0	0	8	0	0	0	0	0
62T	CUST SUPT ENG SPEC IV	4	4	0	0	0	0	0	0	0	4	0	0	0	0	0
64T	CUST SUPPORT SPEC V	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0
64T	CUST SUPT ENG SPEC V	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
07E	CUST SVC SUPT MGR II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1
09E	FIELD MGR CUST SVC	10	9	1	2	2	1	0	0	0	8	1	0	0	0	0
10E	DISTRICT SVC SUPPORT M	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
TOTAL YNC2K			189	165	24	23	18	1	0	0	146	4	0	0	0	20
			264	207	57	33	21	1	0	0	185	10	1	0	0	46

MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- A. _____ The undersigned firm certifies that it is an MBE/WBE Contractor (cross out inapplicable provision).
- For MBE specify percentage of minority ownership ____%.
- For WBE specify percentage of women ownership ____%.

- B. _____ The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm _____ (cross out inapplicable provision) is a joint venture partner.

The MBE/WBE firm (cross out inapplicable provision), shall have ____% participation (employees) ____% participation (costs) in this project.

Specify the percentage of minority/women ownership in the MBE/WBE firm ____%. (Cross out inapplicable provision.)

- C. _____ The undersigned commits ____% of the total bid price as a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

- D. _____ The undersigned commits ____% of the total bid price as a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

SEE
ATTACHED
PAPERWORK

E. Complete (1.) and (2.) below if participation goals of 7% MBE and 2% WBE have not been met.

1. My Company cannot meet the participation goals for the following reasons: _____

2. We have taken the following steps in an attempt to comply with these participation goals: _____

(Attach additional sheets as necessary.)

Contractor: _____

By: _____

Its: _____

Contractor: _____

By: _____

Its: _____

SEE
ATTACHED
PAPERWORK

**CITY OF FORT WAYNE
AFFIRMATIVE ACTION PROGRAM**

Name of Company XEROX CORPORATION
Address 220 INSURANCE DRIVE City FTWAYNE IN
Zip 46825 Phone 219-484-9036

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

DAN LIGHT DISTRICT MANAGER
PLEASE PRINT Title

Date _____ Signature SEE ATTACHED LETTER

1. Does your firm have a written Affirmative Action Program? _____ Yes _____ No
- A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
- B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? _____ Yes _____ No

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? Yes No

3. Current number of employees _____
Number of employees as of October 1987 _____ January 1988 _____ April 1988 _____
and July 1988 _____

- #### 4. Workforce Analysis:

[illegible][illegible]

Handicapped: _____ Yes _____ No

List Number _____

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

SEE ATTACHED PAPERWORK

5. If total minority employment is less than 20% give reasons why. (Do not include Females when you figure minority employment percentages.) _____

6. List minority recruitment sources: _____

7. Does your company anticipate an increase in employment this year? _____ Yes _____ No
Approximately how many? _____
8. What specific goals can you achieve for the employment of minorities during 1987-88?
- A. Officials and Managers _____ %
 - B. Professionals _____ %
 - C. Technicians _____ %
 - D. Sales Workers _____ %
 - E. Office and Clerical _____ %
 - F. Skilled Craftsmen _____ %
 - G. Other _____ %

9. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of _____ that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy _____ will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The _____ will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

Name of Company or Firm

Date

Signature of Highest Company Official

Name and Title of Signer (Please type or Print)

STATISTICAL INFORMATION
FOR
AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Name of Contractor or Supplier

Address And Telephone Number

[illegible]

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Xerox Corporation
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of _____
Xerox Corporation, that Xerox Corporation
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this sixth day of July, 1988.

Xerox Corporation
(Name of Bidder/Vendor)

Dan Light
(Name and Title of Person Signing)

Dan Light, District Manager

I N S T R U C T I O N S T O B I D D E R S
E Q U A L E M P L O Y M E N T O P P O R T U N I T Y
A F F I R M A T I V E A C T I O N P R O G R A M

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY: The Equal Employment Opportunity Policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minority persons in all of the various job categories when needed and the firm should establish specific goals to increase the number of minorities in the various job categories through hiring or promotion.

The City of Fort Wayne has approved some goals and timetables to serve as guidelines for firms with whom it does business. All firms doing business with the City should employ a representative number of minorities in all job classifications within a four year period, using the percentage of the non-white population as a goal. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm's Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its "good faith" effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the "good faith" effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities are currently being underutilized in any one or more job categories. ("Underutilization" means having fewer minorities in a particular job category than would reasonably be expected by their availability). Consideration of "good faith" effort shall also be given to the following factors:


1. The minority population of the labor area:
A copy of the Standard Metropolitan Statistical Area for the City of Fort Wayne is provided by the Indiana State Employment Service. If you live outside the state, your local State Employment Service will provide manpower information for your area.
2. The size of the minority unemployment force in the labor area. (See Manpower statistics for your area).
3. The percentage of the minority work force as compared with the total work force in the immediate labor area. (See Manpower statistics for your area).
4. The general availability of minorities having requisite skills in the immediate labor area. (See Manpower statistics for your area).

EEO/AA/10/1/87

5. The availability of minorities having requisite skills in an area in which the facility can reasonably recruit. (See Manpower statistics for your area).
6. The availability of promotable minority employees within facilities organization. (See workforce analysis page 2, item IV).
7. The anticipated expansion, contraction and turnover of and in the work force. (You must project future vacancies caused by new positions or promotions).
8. The existence of training institutions capable of training minorities in the requisite skills. (Contact training institutions in your area).
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities. (You must do an in-house survey).
10. The use of recruitment sources where minorities can be secured.
11. You must complete all sections of the Affirmative Action Documents.
12. Compliance Review - The purpose of a compliance review is to determine if the contractor maintains nondiscriminatory hiring and employment practices and is taking affirmative action to insure that applicants are employed and that employees are placed, trained, upgraded, promoted, terminated, otherwise treated during employment without regards to race, color, religion, sex or national origin. It shall consist of a comprehensive analysis and evaluation of each aforementioned practices and policies and conditions resulting therefrom.

Every effort should be directed to increase materially the number of minorities at all levels in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical and skilled craftsmen.

PROGRAM SUMMARY - THE AFFIRMATIVE ACTION PROGRAM SHALL BE SUMMARIZED AND UPDATED ANNUALLY. CONTRACTORS AND SUBCONTRACTORS SHALL SUBMIT THE PROGRAM SUMMARY TO THE EEO/AFFIRMATIVE ACTION OFFICER EACH YEAR ON THE EXPIRATION DATE OF THE AFFIRMATIVE ACTION PROGRAM.


Joseph C. Adams Jr.
EEO/AA Compliance Officer

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: _____, 19 ____

Name of Bidder

By: _____

Title: _____

Official Address: (including zip code)

*SEE
ATTACHED
PAPERWORK*

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: 6-24-88

1. Governmental Unit: City of Fort Wayne

2. County: Allen

3. Bidder (Firm): XEROX CORPORATION

Address: 220 INSURANCE DR

City/State: FT WAYNE IN 46825

4. Telephone Number: 219-484-9036

5. Agent of Bidder (if applicable): CONNY CLARK

Pursuant to notices given, the undersigned offers bid(s) to City of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Conny Clark
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

United States Fire Insurance Company
A New York Corporation
Home Office New York, N. Y.

Westchester Fire Insurance Company
A New York Corporation
Home Office New York, N. Y.

International Insurance Company
An Illinois Corporation
Home Office Chicago, Illinois

The North River Insurance Company
A New Jersey Corporation
Home Office Township of Morris, N. J.

CRUM & FORSTER INSURANCE COMPANIES

ADMINISTRATIVE OFFICES Madison Avenue at Canfield Road Morristown, New Jersey

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we XEROX CORPORATION

as Principal, hereinafter called the Principal, and The North River Insurance Company
11711 North Meridian Street, Suite 500, Carmel, IN 46032

a corporation duly organized under the laws of the State of
as Surety, hereinafter called the Surety, are held and firmly bound unto

CITY OF FT. WAYNE

as Obligor, hereinafter called the Obligor, in the sum of

SEVENTY THREE DOLLARS AND NO CENTS

Dollars (\$ 73.00),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents

WHEREAS, the Principal has submitted a bid for

OFFICE SUPPLIES

NOW THEREFORE if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract
with the Obligor in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding
or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, the Principal shall pay to the Obligor the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract
with another party to perform the Work covered by said bid then this obligation shall be null and void otherwise to remain
in full force and effect.

Signed and sealed this 24th day of June 1988

John Cunningham
(Witness)

XEROX CORPORATION

Conny Clark
(Principal)

SUPPLY AGENT
THE NORTH RIVER INSURANCE COMPANY

Helen Taylor
(Witness)

Clark Harbourt
(Surety)
(Title)

CLARK HARBOUR ATTORNEY IN FACT

POWER OF ATTORNEY
THE NORTH RIVER INSURANCE COMPANY
PRINCIPAL OFFICE, TOWNSHIP OF MORRIS, N.J.

KNOW ALL MEN BY THESE PRESENTS: That THE NORTH RIVER INSURANCE COMPANY ("Company") a corporation duly organized and existing under the laws of the State of New Jersey, and having its Principal office in the Township of Morris, State of New Jersey, has made, constituted and appointed, and does by these presents make, constitute and appoint

R. Clark Harbourt and Amy Klincker of Indianapolis, Indiana, each

its true and lawful Agent(s) and Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, seal, acknowledge and deliver: **Any and all bonds and undertakings**-----

and to bind the Company thereby as fully and to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous powers issued in behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF The North River Insurance Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 30th day of November, 19 87.



Attest:

THE NORTH RIVER INSURANCE COMPANY


Assistant Secretary


Vice President

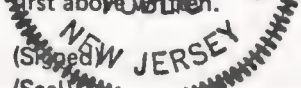
John K. Stewart

Richard A. Annese

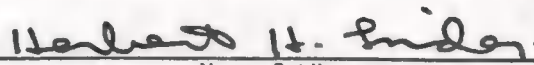
STATE OF NEW JERSEY)
COUNTY OF MORRIS) ss.:

On this 30th day of November, 19 87, before the subscriber, a duly qualified Notary Public of the State of New Jersey, came the above-mentioned Vice President and Assistant Secretary of The North River Insurance Company, to me personally known to be the officers described in, and who executed the preceding instrument, and they acknowledged the execution of the same, and being by me duly sworn, deposed and said, that they are the officers of said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Company.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal at the Township of Morris, the day and year first above written.



HERBERT H. LINDER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires April 25, 1988



XEROX

Estimated Order			Unit	
Quantity	Item		Price	Total
1. 400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors		/	
2. 200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors		/	
3. 200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors		/	
4. 800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)		/	
5. 24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones 364-34)		/	
6. 24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B)		/	
7. 24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)		/	
8. 24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)		/	
9. 24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)		/	
10. 30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages		/	
11. 40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8)		/	
12. 12	Gross Steno notebooks, spiral bound, (WJ 1115W)		/	
13. 200	Report Covers, Plastic with slide-on Spine, Clear		/	
14. 200	Report Covers, Plastic with slide-on Spine,		/	
15. 12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)		/	
16. 12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
17.	1M Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)		/	
18.	60 Metal Drawer Frames for 8 1/2 x 11 hanging files		/	
19.	24 Metal Drawer Frames for 8 1/2 x 14 hanging files		/	
20.	40M File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut		/	
21.	20M File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut		/	
22.	2M Hanging Folders, 8 1/2 x 11		/	
23.	2M Hanging Folders, 8 1/2 x 14		/	
24.	500 Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)		/	
25.	200 Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)		/	
26.	1M File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)		/	
27.	1M File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)		/	
28.	15M File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E)		/	
29.	1M File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E)		/	
30.	15C File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)		/	
31.	1M File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)		/	
32.	30 Dictionary, Webster's Collegiate, 9th Edition		/	
33.	60 Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G)		/	

Estimated Order		Item	Unit	Total
Quantity			Price /	
34.	60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E)	/	
35.	120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E)	/	
36.	2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2	/	
37.	4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13	/	
38.	1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2	/	
39.	1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2	/	
40.	1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9	/	
41.	2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2	/	
42.	1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15	/	
43.	10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12	/	
44.	24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25)	/	
45.	48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225)	/	
46.	48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025)	/	
47.	24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25)	/	
48.	36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2)	/	
49.	24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675)	/	
50.	10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523)	/	
51.	10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623)	/	

Estimated Order		Unit	
Quantity	Item	Price	Total
52.	10 bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823)	/	
53.	48 sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF)	/	
54.	24 sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25)	/	
55.	48 sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25)	/	
56.	10 Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)	/	
57.	20M Index Cards, white ruled, 3 x 5, (1/m box)	/	
58.	10M Index Cards, white ruled, 4 x 6, (1/m box)	/	
59.	8M Index Cards, white ruled, 5 x 8, (500/c box)	/	
60.	15C Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281)	/	
61.	4M Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A)	/	
62.	1M Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260)	/	
63.	1M Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250)	/	
64.	200 Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7, and 8 columns, (WJ 7200 Series)	/	
65.	30 Analysis Pads, Wilson Jones G7214D	/	
66.	30 Analysis Pads, Wilson Jones 7513	/	
67.	30 Analysis Pads, Wilson Jones G7608GW	/	
68.	800 Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)	/	

Estimated Order			Unit	
Quantity	Item		Price	Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8)	/	
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white	/	
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white	/	
72.	12G	Legal ruled pads, 5 x 8, yellow & white	/	
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)	/	
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)	/	
75.	24	Paper Spindles	/	
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)	/	
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes	/	
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)	/	
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	/	
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	/	
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	/	
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	/	
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	/	
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	/	
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx)	/	
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx)	/	
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx)	/	
88.	24	Clipboard, 6 x 9	/	
89.	120	Clipboards, 8 1/2 x 11	/	

Estimated Order			Unit	
Quantity	Item		Price	Total
90.	60	Clipboards, 8 1/2 x 14		/
91.	100M	Paperclips, #1, standard, rustproof		/
92.	12	Bxs. Butterfly Paper Clamps (12/box)		/
93.	20M	Jumbo paper clips, 2" long		/
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)		/
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)		/
96.	48	Paper clip holders, Magnetic		/
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan #20)		/
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #50)		/
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #100)		/
100.	120	Stamp Pads, Asst. Colors, (Sanford's #1)		/
101.	60	Stamp Pads, Asst. Colors, (Sanford's #2)		/
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors		/
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)		/
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)		/
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)		/
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)		/
107.	6	Dz. Erasers, (Pink Pearl #100)		/
108.	8G	Erasers, Pencil Tip Wedge		/
109.	4	Dz. Erasers, (Art Gum #211)		/
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400)		/

Estimated Order			Unit	
Quantity	Item		Price	Total
111.	120 Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)		/	
112.	30 Dz. Finger Tips, Asst. sizes, (Parr Swingline)		/	
113.	8 Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)		/	
114.	72 Bxs. Push Pins, Plastic heads, Assted Colors (100/box)		/	
115.	120 Desk Trays, Letter size, stackable, (Eldon #1600)		/	
116.	96 Desk Trays, Large size, stackable, (Eldon #1604)		/	
117.	24 Eraser, (Magic Rub Drafting Faber-Castell T9-1954)		/	
118.	5C Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021)		/	
119.	200 Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432)		/	
120.	15C Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers		/	
121.	70 Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)	XEROX LABEL ECONOMY PACK 1000 Shts/box BR 2690	144/Sheet, 210 ⁰⁰	
122.	96 Envelope Moistner, plastic tube with sponge end, (Sterling Master)		/	
123.	40G Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga)		/	
124.	12 Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin)		/	
125.	2 Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt.		/	
126.	6G Wide tip markers, asstd. colors, (El Marko 751-759-01)		/	
127.	24 Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5)		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
128.	24 Pens and attachable anchors, (Sta-Put, W. T. Rogers)		/	
129.	24 Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)		/	
130.	40G Pens, med. pt., asst. colors, (Bic Deluxe C-PM011)		/	
131.	20G Pens, Fine point, asst. colors, (Bic BC-FS11)		/	
132.	120 Mechanical Pencils, .5mm lead, (Pental Sharp 5)		/	
133.	160 tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness		/	
134.	48 Letter Openers, metal, medium priced		/	
135.	1 ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)		/	
136.	48 Ruler, 12", wood with double metal edge		/	
137.	48 Ruler, 15", wood with double metal edge		/	
138.	48 Ruler, 18", wood with double metal edge		/	
139.	148 Pairs, Scissors, 8", straight, medium priced		/	
140.	148 Staplers, Desk, Standard, Black		/	
141.	4G Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)		/	
142.	4G Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)		/	
143.	36 Pkgs Chalk, anti-dust, (Crayola T2-1402)		/	
144.	6 Chalk Eraser, (Weber Costello, TS-804-526)		/	
145.	300 Bxs. Staples, standard, for desk staplers		/	
146.	60 Bxs. Staples, undulated, (Ace #700)		/	
147.	12 Stapler, clipper type, (Ace #702)		/	

Estimated Order		Item	Unit	Total
Quantity			Price /	
148.	148	Staple remover, (Ace Standard #60)	/	
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	/	
150.	20	Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol U8-AP806)	/	
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306)	/	
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	/	
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	/	
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	/	
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	/	
156.	72	Rolls, Tape,drafting, 3/4" x 60 yds., (Scotch #230)	/	
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	/	
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	/	
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	/	
160.	75'	Magnetic Tape, 1/2" wide	/	
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo)	/	
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo)	/	
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo)	/	
164.	24	Engineer Scales & Cases (3 sided)	/	
165.	36	Bxs. Tabbings, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)	/	
166.	36	Bxs. Tabbings, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)	/	
167.	72	Rls, Tape, Filament, 3/4"x60 yds., (Scotch R8-898)	/	

Estimated Order			Unit	
Quantity	Item		Price	Total
168.	72 Desk Pad Blotters, 19 x 24, green, brown, or black		/	
169.	72 Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design		/	
170.	100 Desk Pad Covers, acetate, 19 x 24, .0075 thick		/	
171.	48 Paper Punch, clipper type, 1/4", (Premier 404)		/	
172.	48 Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)		/	
173.	48 Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61)		/	
174.	48 Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)		/	
175.	10G Correction Fluid, white, (Liquid Paper)		/	
176.	1G Correction Fluid Thinner, (Liquid Paper Thinner)		/	
177.	4G Correction Fluid, for copies, (Liquid Paper)		/	
178.	2G Correction Fluid, colors, (Liquid Paper)		/	
179.	48 Stamp Pad Ink, 1 1/2 oz., assorted colors		/	
180.	24 Rubber Cement, 4 Oz., (Carter's)		/	
181.	6 Rubber Cement Empty Pint Jar, w/app. brush		/	
182.	5 Gal. Rubber Cement, one gallon containers, (Carter's)		/	
183.	6 Qts. Rubber Cement Thinner, one quart, (Carter's)		/	
184.	12 Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat)		/	
185.	100 Poster Board, 22" x 28", white		/	
186.	72 Bx Thumb Tacks, non-rusting metal, large, 100 per box		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
187. 48	Bxs. Map Tacks, assorted colors		/	
188. 400	Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8)		/	
189. 96	Desk Cleaner, (3M Desk & Office Cleaner)		/	
190. 12	Sets Book Ends, Metal, 9"		/	
191. 12	Sets Book Ends, metal, 5"		/	
192. 24	Wastebaskets, 15", Heavy Duty Rubber, Blk		/	
193. 24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk		/	
194. 40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812)		/	
195. 24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)		/	
196. 120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)		/	
197. 24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)		/	
198. 24	Expanding File, 12 x 10, Alpha, (Smead R217A)		/	
199. 48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)		/	
200. 20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)		/	
201. 20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)		/	
202. 2M	Rolodex Cards, plain white, 3 x 5, (C-35)		/	
203. 20	Paper Punch, 3 hole, Heavy Duty		/	
204. 12	Date Stamp, (Rex-1, Pullman PD-1)		/	
205. 12	Date Stamp, (Rex-2, Pullman PD-2)		/	
206. 2M	Rls. Adding Machine Tape, 2 1/4"		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
207.	1C Rls. Adding Machine Tape, 3"		/	
208.	1C Rls. Adding Machine Tape, 3 7/16"		/	
209.	48 Sets Index, 3 Ring, A - Z, (Aico C-213)		/	
210.	40 Bxs. Tabs, plastic for hanging folders, (Oxford #42)		/	
211.	240 Micro-cassette, 60 minutes, (Scotch #543)		/	
212.	500 Cassette Tapes, 60 minutes, (Scotch)		/	
213.	500 Cassette Tapes, 90 minutes, (Scotch)		/	
214.	2M Envelopes, manila, oversize mailing, (Kraft #12)		/	
215.	4M Shipping Tags, w/string, (Dennison S1-11-505)		/	
216.	4M Rolodex Cards, 2 1/4" x 4"		/	
217.	1M Filler Paper, 3 ring, plain, (National #14-280)		/	
218.	600 Pkgs., Labels, File Folder, asstd. colors, (Avery FF3)		/	
219.	10 Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)		/	
220.	60 Easel Pads, 27 x 34, (Ampad #24-031)		/	
221.	96 Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)		/	
222.	4 Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)		/	
223.	120 Gluestick, 6 Oz., (Pritt Y9-95180)		/	
224.	12 Dz. Calculator Ribbons, cloth, BR80N		/	
225.	8G Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555) XEROX BR931 12/box	384.22	1437.76	
226.	6 Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)		/	
227.	6 Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
	(Nu-Kote 02-NK14)			
228. 10	Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)		/	
229. 6	Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)		/	
230. 48	Sorting Compound, moistener for finger tips, large, (Sortkwik)		/	
231. 120	Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)		/	
232. 36	Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series)		/	
233. 100	Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)		/	
234. 30	Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)		/	
235. 6G	Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY) XEROX BR920 12/bx	94410-1812.16		
236. 3G	Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322)		/	
237. 4G	Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)		/	
238. 48	Reference File, V-Style, (Rolodex VIP-24)		/	
239. 288	Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)		/	
240. 120	Eraser Refill, for Quicker Clicker PD 345		/	
241. 10G	Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes)		/	
242. 20G	Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes)		/	

	<u>Order</u> <u>Quantity</u>	<u>Item</u>	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes)	_____ / _____
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes)	_____ / _____
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176)	_____ / _____
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	_____ / _____
247.	12	Telephone List Finder Refills, Bates Director	_____ / _____
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	_____ / _____
249.	5	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	_____ / _____
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035)	_____ / _____
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046)	_____ / _____
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058)	_____ / _____
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	_____ / _____
254.	12	Reference Books, Thesaurus, (Roget's)	_____ / _____
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	_____ / _____
256.	24	Pencil Cups, Plastic, Black	_____ / _____

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY
ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE July 7, 1988 BID REFERENCE #847

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M., ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT.

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: %
IF PAID WITHIN DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME O'Reilly Office Supply Co
STREET ADDRESS 1216 W. MAIN ST
CITY FT. WAYNE IN 46805
BY [Signature] PHONE 219-432-3541
REPRESENTATIVE SIGNATURE

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ 69,934.61 .
(if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

WITHIN 7-10 WORKING DAYS

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ _____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)

(Please type or print)

Date: 7-6-88

1. Governmental Unit: CITY OF FORT WAYNE

2. County: ALLEN

3. Bidder (Firm): O'REILLY OFFICE Supply Co

Address: PO. Box 10506

City/State: FT. WAYNE, IN 46852

4. Telephone Number: 219-432-3541

5. Agent of Bidder (if applicable): *[Signature]*

Pursuant to notices given, the undersigned offers bid(s) to CITY OF Ft. Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

[Signature]
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount
---------------	----------	------	-------------	------------	--------



MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- A. _____ The undersigned firm certifies that it is an MBE/WBE Contractor (cross out inapplicable provision).
- For MBE specify percentage of minority ownership ____%.
- For WBE specify percentage of women ownership ____%.
- B. _____ The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm _____ (cross out inapplicable provision) is a joint venture partner.
- The MBE/WBE firm (cross out inapplicable provision), shall have ____% participation (employees) ____% participation (costs) in this project.
- Specify the percentage of minority/women ownership in the MBE/WBE firm ____%. (Cross out inapplicable provision.)
- C. _____ The undersigned commits ____% of the total bid price as a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

NAME OF FIRM	ADDRESS	TYPE OF WORK
1. _____		
2. _____		
3. _____		

- D. _____ The undersigned commits ____% of the total bid price as a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

NAME OF FIRM	ADDRESS	TYPE OF WORK
1. _____		
2. _____		
3. _____		

E. Complete (1.) and (2.) below if participation goals of 7% MBE and 2% WBE have not been met.

1. My Company cannot meet the participation goals for the following reasons: OUR LIST OF VENDORS AND

SUBCONTRACTORS DO NOT MEET MBE/WBE
REQUIREMENTS

2. We have taken the following steps in an attempt to comply with these participation goals: WE Support

AFFIRMATIVE ACTION PROGRAMS AND WILL
SUPPORT MBE/WBE SUBCONTRACTORS.

(Attach additional sheets as necessary.)

Contractor: O'Reilly Office Supply Co Contractor: _____

By: Thomas P. O'Reilly By: _____

Its: V.P. Its: _____

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of O'Reilly OFFICE Supply Co, INC, does hereby make the following representations to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council of the City of Fort Wayne, Indiana, has passed an ordinance condemning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons, firms or corporations submitting bids to the City, for goods and services, certify, as part of the bid, that such entity does not support the policies of apartheid in South Africa.

The undersigned states, on behalf of O'Reilly OFFICE Supply Co, INC, that O'REILLY OFFICE Supply Co, INC. does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed this 6 day of July, 1988.

O'Reilly OFFICE Supply Co
(Name of Bidder/Vendor)

[Signature] V.P.
(Name and Title of Person Signing)

I N S T R U C T I O N S T O B I D D E R S
E Q U A L E M P L O Y M E N T O P P O R T U N I T Y
A F F I R M A T I V E A C T I O N P R O G R A M

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY: The Equal Employment Opportunity Policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minority persons in all of the various job categories when needed and the firm should establish specific goals to increase the number of minorities in the various job categories through hiring or promotion.

The City of Fort Wayne has approved some goals and timetables to serve as guidelines for firms with whom it does business. All firms doing business with the City should employ a representative number of minorities in all job classifications within a four year period, using the percentage of the non-white population as a goal. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm's Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its "good faith" effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the "good faith" effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities are currently being underutilized in any one or more job categories. ("Underutilization" means having fewer minorities in a particular job category than would reasonably be expected by their availability). Consideration of "good faith" effort shall also be given to the following factors:


1. The minority population of the labor area:
A copy of the Standard Metropolitan Statistical Area for the City of Fort Wayne is provided by the Indiana State Employment Service. If you live outside the state, your local State Employment Service will provide manpower information for your area.
2. The size of the minority unemployment force in the labor area. (See Manpower statistics for your area).
3. The percentage of the minority work force as compared with the total work force in the immediate labor area. (See Manpower statistics for your area).
4. The general availability of minorities having requisite skills in the immediate labor area. (See Manpower statistics for your area).

EEO/AA/10/1/87

5. The availability of minorities having requisite skills in an area in which the facility can reasonably recruit. (See Manpower statistics for your area).
6. The availability of promotable minority employees within facilities organization. (See workforce analysis page 2, item IV).
7. The anticipated expansion, contraction and turnover of and in the work force. (You must project future vacancies caused by new positions or promotions).
8. The existence of training institutions capable of training minorities in the requisite skills. (Contact training institutions in your area).
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities. (You must do an in-house survey).
10. The use of recruitment sources where minorities can be secured.
11. You must complete all sections of the Affirmative Action Documents.
12. Compliance Review - The purpose of a compliance review is to determine if the contractor maintains nondiscriminatory hiring and employment practices and is taking affirmative action to insure that applicants are employed and that employees are placed, trained, upgraded, promoted, terminated, otherwise treated during employment without regards to race, color, religion, sex or national origin. It shall consist of a comprehensive analysis and evaluation of each aforementioned practices and policies and conditions resulting therefrom.

Every effort should be directed to increase materially the number of minorities at all levels in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical and skilled craftsmen.

PROGRAM SUMMARY - THE AFFIRMATIVE ACTION PROGRAM SHALL BE SUMMARIZED AND UPDATED ANNUALLY. CONTRACTORS AND SUBCONTRACTORS SHALL SUBMIT THE PROGRAM SUMMARY TO THE EEO/AFFIRMATIVE ACTION OFFICER EACH YEAR ON THE EXPIRATION DATE OF THE AFFIRMATIVE ACTION PROGRAM.


Joseph C. Adams Jr.
EEO/AA Compliance Officer

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Name of Company O'Reilly office Supply Co
 Address PO Box 10506 City FWayne, IN
 Zip 46852 Phone 219-432-3541

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

Thomas P. O'Reilly Vice President
 PLEASE PRINT Title

Date 7/6/88 Signature [Signature]

1. Does your firm have a written Affirmative Action Program? Yes ☒ No ☐
 A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
 B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? Yes ☒ No ☐

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? Yes ☒ No ☐
 3. Current number of employees 28
 Number of employees as of October 1987 29 January 1988 29 April 1988 28 and July 1988 28

4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
ADMINISTRATIVE	25,000. ⁰⁰ YR	3
CLERICAL	6. ⁰⁰ HR to 10. ⁰⁰ HR	4
MANAGERIAL	6. ⁰⁰ HR to 8. ⁰⁰ HR	2
SALES - OUTSIDE	COMMISSION	5
WAREHOUSING	4. ⁰⁰ HR to 7. ⁰⁰ HR	3
DELIVERY	5. ⁰⁰ HR to 10. ⁰⁰ HR	6
SALES INSIDE	4. ⁰⁰ HR to 6. ⁰⁰ HR	5

EMPLOYEES BY RACE/ETHNICITY/SEX								
W		BLK		H		OTHER		(DESIGNATE)
M	F	M	F	M	F	M	F	
2	1							
2	2							
2								
5								
3								
6								
2	3							

Handicapped: Yes ☒ No ☐ List Number

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

5. If total minority employment is less than 20% give reasons why. (Do not include Females when you figure minority employment percentages.) INSUFFICIENT MINORITY APPLICATIONS WHEN A POSITION OF EMPLOYMENT IS AVAILABLE
6. List minority recruitment sources: STATE EMPLOYMENT AGENCIES
7. Does your company anticipate an increase in employment this year? Yes ☒ No
Approximately how many? _____
8. What specific goals can you achieve for the employment of minorities during 1987-88?

A. Officials and Managers	<u>10</u> %
B. Professionals	<u>10</u> %
C. Technicians	<u>10</u> %
D. Sales Workers	<u>10</u> %
E. Office and Clerical	<u>10</u> %
F. Skilled Craftsmen	<u>10</u> %
G. Other	<u>10</u> %

9. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of O'Reilly Office Supply Co., Inc. that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy O'Reilly Office Supply Co., Inc. will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The O'Reilly Office Supply Co., Inc. will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

O'Reilly Office Supply Co., Inc. 7-6-88
Name of Company or Firm Date

Thomas P. O'Reilly
Signature of Highest Company Official

Thomas P. O'Reilly V.P.
Name and Title of Signer (Please type or Print)

AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

NAME Thomas P. Kelly
(Information Given By)

Thomas P. O'Reilly

(Person Fillin Out This Form And Date)

[illegible]

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: 7-6-, 19 88

O'Reilly Office Supply Co
Name of Bidder

By: Thomas P. O'Reilly

Title: V.P.

Official Address: (including zip code)

P.O. Box 10506
Fr Wayne, IN 46852

OREILLY'S

Estimated Order		Unit	
Quantity	Item	Price	Total
1. 400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors <i>129 series</i>	<u>.89 ea</u>	<u>1 356.00</u>
2. 200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors <i>9/2 series</i>	<u>.98 ea</u>	<u>1 196.00</u>
3. 200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors <i>9/4 series</i>	<u>1.15 ea</u>	<u>1 230.00</u>
4. 800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)	<u>1.70 ea</u>	<u>1 1408.00</u>
5. 24	Three Ring Binder, 8 1/2 x 11 1/2 " ring, front and rear pockets, (Wilson Jones 364-34) <i>natural # 67-185</i>	<u>2.10 ea</u>	<u>1 50.40</u>
6. 24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B) <i>68-969</i>	<u>2.40 ea</u>	<u>1 57.60</u>
7. 24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B) <i>68-962</i>	<u>2.40 ea</u>	<u>1 57.60</u>
8. 24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B) <i>68-952</i>	<u>2.40 ea</u>	<u>1 57.60</u>
9. 24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B) <i>68-959</i>	<u>2.40 ea</u>	<u>1 57.60</u>
10. 30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	<u>14.95 ea</u>	<u>1 448.50</u>
11. 40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8) <i>57-412</i>	<u>9.78 ea</u>	<u>1 391.20</u>
12. 12	Gross Steno notebooks, spiral bound, (WJ 1115W) <i>Discs 36-746</i>	<u>74.88 ea</u>	<u>1 898.56</u>
13. 200	Report Covers, Plastic with slide-on Spine, Clear	<u>1.70 ea</u>	<u>1 34.00</u>
14. 200	Report Covers, Plastic with slide-on Spine,	<u>1.70 ea</u>	<u>1 34.00</u>
15. 12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	<u>.31 ea</u>	<u>1 372.00</u>
16. 12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	<u>.23 ea</u>	<u>1 276.00</u>

Estimated Order			Unit	
Quantity	Item		Price	Total
17.	1M Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)		<u>1.19 ea.</u>	<u>190.00</u>
18.	60 Metal Drawer Frames for 8 1/2 x 11 hanging files		<u>1.48 ea.</u>	<u>88.80</u>
19.	24 Metal Drawer Frames for 8 1/2 x 14 hanging files		<u>1.61 ea.</u>	<u>38.64</u>
20.	40M File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut		<u>40.00 M</u>	<u>1600.00</u>
21.	20M File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut		<u>52.00 M</u>	<u>1040.00</u>
22.	2M Hanging Folders, 8 1/2 x 11		<u>184.00 M</u>	<u>368.00</u>
23.	2M Hanging Folders, 8 1/2 x 14		<u>235.00 M</u>	<u>470.00</u>
24.	500 Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)		<u>1.40 ea.</u>	<u>260.00</u>
25.	200 Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)		<u>1.47 ea.</u>	<u>94.00</u>
26.	1M File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)		<u>1.57 ea.</u>	<u>570.00</u>
27.	1M File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)		<u>1.69 ea.</u>	<u>690.00</u>
28.	15M File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E)		<u>1.68 ea.</u>	<u>10,200.00</u>
29.	1M File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E)		<u>1.78 ea.</u>	<u>780.00</u>
30.	15C File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)		<u>1.80 ea.</u>	<u>1200.00</u>
31.	1M File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)		<u>1.94 ea.</u>	<u>940.00</u>
32.	30 Dictionary, Webster's Collegiate, 9th Edition		<u>10.41 ea.</u>	<u>312.30</u>
33.	60 Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G)		<u>1.16 ea.</u>	<u>69.60</u>

Estimated Order
Quantity

Item

Unit
Price / Total

34.	60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E)	<u>1.04 ea, 62.40</u>
35.	120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E)	<u>1.22 ea, 146.40</u>
36.	2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2	<u>54.00 m, 108.00</u>
37.	4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13	<u>69.00 m, 276.00</u>
38.	1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2	<u>85.00 m, 85.00</u>
39.	1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2	<u>94.00 m, 94.00</u>
40.	1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9	<u>48.00 m, 48.00</u>
41.	2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2	<u>79.00 m, 158.00</u>
42.	1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15	<u>84.00 m, 84.00</u>
43.	10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12	<u>60.00 m, 600.00</u>
44.	24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25)	<u>8.82 set, 211.68</u>
45.	48	sets File guides, pressboard, 11 x 8 1/2, 115-25 Alpha, plastic tabs, (Oxford G7-xP225)	<u>5.69 set, 273.12</u>
46.	48	sets File guides, pressboard, 14 x 8 1/2, 215-25 Alpha, plastic tabs, (Oxford GX-XP1025)	<u>7.27 set, 348.96</u>
47.	24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25)	<u>10.48 set, 251.52</u>
48.	36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2)	<u>1.27 set, 45.72</u>
49.	24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675)	<u>.98 set, 23.52</u>
50.	10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523)	<u>2.10 bx, 21.00</u>
51.	10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623)	<u>2.98 bx, 29.80</u>

Estimated Order
Quantity

Item

Unit
Price / Total

69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8)	17-408 10.50c	84.00
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white	59.00ea	1180.00
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white	53.00ea	1060.00
72.	12G	Legal ruled pads, 5 x 8, yellow & white	28.00ea	336.00
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)	65.00ea	195.00
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)	74.00ea	888.00
75.	24	Paper Spindles	1.20ea	28.80
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)	.99ea	14.85
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes	2.20ea	110.00
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)	7.75ea	46.50
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	4.80ea	28.80
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	5.90ea	35.40
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	4.80ea	28.80
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	8.98	53.88
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	3.50ea	28.00
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	10.30ea	61.80
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx)	3.90ea	936.00
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx)	4.35ea	1044.00
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx)	1.98ea	118.80
88.	24	Clipboard, 6 x 9	.99ea	23.76
89.	120	Clipboards, 8 1/2 x 11	.85ea	102.00

Estimated Order			Unit
Quantity	Item	Price	Total
52.	10 bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823)	<u>4.35 ea.</u>	43.50
53.	48 sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF)	<u>2.70 ea.</u>	129.60
54.	24 sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25)	<u>3.45 ea.</u>	82.80
55.	48 sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25)	<u>1.94 ea.</u>	93.12
56.	10 Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)	<u>3.45 ea.</u>	34.50
57.	20M Index Cards, white ruled, 3 x 5, (1/m box)	<u>2.80 m.</u>	56.00
58.	10M Index Cards, white ruled, 4 x 6, (1/m box)	<u>5.20 m.</u>	52.00
59.	8M Index Cards, white ruled, 5 x 8, (500/c box)	<u>8.25 m.</u>	66.00
60.	15C Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281)	<u>2.80 c.</u>	42.00
61.	4M Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A)	<u>45.00 m.</u>	180.00
62.	1M Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260)	<u>28.00 m.</u>	28.00
63.	1M Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250)	<u>21.00 m.</u>	21.00
64.	200 Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7, and 8 columns, (WJ 7200 Series)	<u>1.65 ea.</u>	330.00
65.	30 Analysis Pads, Wilson Jones G7214D 45-614	<u>1.65 ea.</u>	49.50
66.	30 Analysis Pads, Wilson Jones 7513 45-613	<u>3.35 ea.</u>	100.50
67.	30 Analysis Pads, Wilson Jones G7608GW 45-108	<u>1.65 ea.</u>	49.50
68.	800 Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)	<u>10.50 c.</u>	84.00

Estimated Order
Quantity

Item

Unit
Price / Total

90.	60	Clipboards, 8 1/2 x 14	.99ea. 1	59.40
91.	100M	Paperclips, #1, standard, rustproof	1.40m 1	140.00
92.	12	Bxs. Butterfly Paper Clamps (12/box)	.45ea. 1	5.40
93.	20M	Jumbo paper clips, 2" long	4.25m 1	85.00
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)	.51ea. 1	91.80
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	1.68ea. 1	81.60
96.	48	Paper clip holders, Magnetic	1.79ea. 1	37.92
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan #20)	1.39ea. 1	18.72
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #50)	1.80ea. 1	57.60
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #100)	2.34ea. 1	168.48
100.	120	Stamp Pads, Asst. Colors, ^{Dennison} (Sanford's #1)	1.77ea. 1	92.40
101.	60	Stamp Pads, Asst. Colors, ^{Dennison} (Sanford's #2)	1.28ea. 1	76.80
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors 587	1.95ea. 1	45.60
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)	.33ea. 1	15.84
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	3.90ea. 1	117.00
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	10.98ea. 1	87.84
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	.33ea. 1	39.60
107.	6	Dz. Erasers, (Pink Pearl #100)	2.95ea. 1	17.70
108.	8G	Erasers, Pencil Tip Wedge	4.80ea. 1	38.40
109.	4	Dz. Erasers, (Art Gum #211)	3.69ea. 1	14.76
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400)	4.05ea. 1	24.30

Estimated Order			Unit	
Quantity	Item		Price	Total
111.	120 Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)		<u>2.64</u>	<u>1316.80</u>
112.	30 Dz. Finger Tips, Asst. sizes, (Parr Swingline)		<u>.80</u>	<u>24.00</u>
113.	8 Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)		<u>4.21</u>	<u>33.68</u>
114.	72 Bxs. Push Pins, Plastic heads, Assted Colors (100/box)		<u>1.25</u>	<u>90.00</u>
115.	120 Desk Trays, Letter size, stackable, (Eldon #1600)		<u>1.40</u>	<u>168.00</u>
116.	96 Desk Trays, Large size, stackable, (Eldon #1604)		<u>5.20</u>	<u>499.20</u>
117.	24 Eraser, (Magic Rub Drafting Faber-Castell T9-1954)	9375	<u>3.69</u>	<u>7.38</u>
118.	5C Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021) 2ABF		<u>4.30</u>	<u>21.50</u>
119.	200 Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432) 43-560		<u>1.75</u>	<u>350.00</u>
120.	15C Pkg. Labels, Self-Adhesive, for mailing, 37-100 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers		<u>2.65</u>	<u>3975.00</u>
121.	70 Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)		<u>3.99</u>	<u>279.30</u>
122.	96 Envelope Moistner, plastic tube with sponge end, (Sterling Master) #28015		<u>1.34</u>	<u>3264</u>
123.	40G Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga)		<u>15.75</u>	<u>630.00</u>
124.	12 Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin) Faber Castell		<u>2.43</u>	<u>29.16</u>
125.	2 Dz. Pen Refills, Universal, ball point, Fisher blue, black and red, med. pt. and fine pt.		<u>6.00</u>	<u>12.00</u>
126.	6G Wide tip markers, asstd. colors, (El Marko 751-759-01)		<u>88.00</u>	<u>528.00</u>
127.	24 Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5) 22-1		<u>1.39</u>	<u>9.36</u>

Estimated Order		Item	Unit	Total
Quantity			Price /	
128.	24	Pens and attachable anchors, (Sta-Put, W. T. Rogers)	<u>2.04 ea. 1</u>	<u>48.96</u>
129.	24	Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)	<u>1.07 ea. 1</u>	<u>25.68</u>
130.	40G	Pens, med. pt., asst. colors, (Bic Deluxe C-PM011) <i>28m11</i>	<u>10.90 ea. 1</u>	<u>436.00</u>
131.	20G	Pens, Fine point, asst. colors, (Bic BC-FS11)	<u>30.50 ea. 1</u>	<u>610.00</u>
132.	120	Mechanical Pencils, .5mm lead, (Pental Sharp 5) <i>P205</i>	<u>2.20 ea. 1</u>	<u>264.00</u>
133.	160	tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness <i>C505</i>	<u>1.40 ea. 1</u>	<u>64.00</u>
134.	48	Letter Openers, metal, medium priced	<u>1.43 ea. 1</u>	<u>20.64</u>
135.	1	ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)	<u>29.75 ctn. 1</u>	<u>29.75</u>
136.	48	Ruler, 12", wood with double metal edge	<u>1.53 ea. 1</u>	<u>25.44</u>
137.	48	Ruler, 15", wood with double metal edge	<u>1.66 ea. 1</u>	<u>31.68</u>
138.	48	Ruler, 18", wood with double metal edge	<u>1.75 ea. 1</u>	<u>36.00</u>
139.	148	Pairs, Scissors, 8", straight, medium priced	<u>1.99 ea. 1</u>	<u>294.52</u>
140.	148	Staplers, Desk, Standard, Black <i>Boottch #B440</i>	<u>4.50 ea. 1</u>	<u>666.00</u>
141.	4G	Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)	<u>19.65 ea. 1</u>	<u>78.60</u>
142.	4G	Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)	<u>24.60 ea. 1</u>	<u>98.40</u>
143.	36	Pkgs Chalk, anti-dust, (Crayola T2-1402) <i>314-005</i>	<u>1.42 ea. 1</u>	<u>15.12</u>
144.	6	Chalk Eraser, (Weber Costello, TS-804-526)	<u>1.99 ea. 1</u>	<u>5.94</u>
145.	300	Bxs. Staples, standard, for desk staplers	<u>1.56 ea. 1</u>	<u>168.00</u>
146.	60	Bxs. Staples, undulated, (Ace #700)	<u>1.60 ea. 1</u>	<u>96.00</u>
147.	12	Stapler, clipper type, (Ace #702)	<u>10.50 ea. 1</u>	<u>126.00</u>

Estimated Order
Quantity

Item

Unit
Price / Total

148.	148	Staple remover, (Ace Standard #60) <i>8 LB Able</i>	<i>1.48 ea. 1 71.04</i>
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	<i>13.14 ea. 1 157.68</i>
150.	20	Pencil Sharpener, attachable base, selectable diameters, tan w/brown base, (Berol U8-AP806)	<i>7.10 ea. 1 142.00</i>
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306)	<i>12.98 ea. 1 311.52</i>
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	<i>2.40 ea. 1 144.00</i>
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	<i>98 ea. 1 196.00</i>
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	<i>1.30 ea. 1 780.00</i>
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	<i>2.25 ea. 1 162.00</i>
156.	72	Rolls, Tape, drafting, 3/4" x 60 yds., (Scotch #230)	<i>1.86 ea. 1 133.92</i>
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	<i>2.34 ea. 1 168.48</i>
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	<i>2.50 ea. 1 300.00</i>
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	<i>4.85 ea. 1 349.20</i>
160.	<i>100!</i> 75	Magnetic Tape, 1/2" wide <i>1 ea. 100 FT</i>	<i>28.54 ea. 1 128.54</i>
161.	24	Rls. Labeling Tape, 1/4", asstd colors, <i>37m</i> (Dymo)	<i>5.1 ea. 1 12.24</i>
162.	48	Rls. Labeling Tape, 3/8", asstd colors, <i>37m</i> (Dymo)	<i>1.65 ea. 1 31.20</i>
163.	96	Rls. Labeling Tape, 1/2", asstd colors, <i>37m</i> (Dymo)	<i>0.83 ea. 1 79.68</i>
164.	24	Engineer Scales & Cases (3 sided)	<i>2.56 ea. 1 61.44</i>
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)	<i>1.71 ea. 1 25.56</i>
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)	<i>1.71 ea. 1 25.56</i>
167.	72	Rls, Tape, Filament, 3/4"x60 yds., (Scotch R8-898)	<i>3.19 ea. 1 229.68</i>

Estimated Order
Quantity

Item

Unit
Price / Total

168.	72	Desk Pad Blotters, 19 x 24, green, brown, or black	<u>3.40ea. 24.48</u>
169.	72	Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design	<u>3.10ea. 223.20</u>
170.	100	Desk Pad Covers, acetate, 19 x 24, .0075 thick	<u>.90ea. 90.00</u>
171.	48	Paper Punch, clipper type, 1/4", (Premier 404) ^{mk403R}	<u>.94ea. 45.12</u>
172.	48	Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61) 72-494	<u>2.15ea. 103.20</u>
173.	48	Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61) 72-495	<u>3.55ea. 170.40</u>
174.	48	Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61) 72-496	<u>4.20ea. 201.60</u>
175.	10G	Correction Fluid, white, (Liquid Paper)	<u>108.00ea. 1080.00</u>
176.	1G	Correction Fluid Thinner, (Liquid Paper Thinner)	<u>66.24ea. 66.24</u>
177.	4G	Correction Fluid, for copies, (Liquid Paper)	<u>113.76ea. 455.04</u>
178.	2G	Correction Fluid, colors, (Liquid Paper)	<u>113.76ea. 227.52</u>
179.	48	Stamp Pad Ink, 1 1/2 oz., assorted colors	<u>.95ea. 45.60</u>
180.	24	Rubber Cement, 4 Oz., (Carter's) 08450	<u>.57ea. 13.68</u>
181.	6	Rubber Cement Empty Pint Jar, w/app. brush	<u>3.90ea. 23.40</u>
182.	5	Gal. Rubber Cement, one gallon containers, (Carter's)	<u>9.85ea. 49.25</u>
183.	6	Qts. Rubber Cement Thinner, one quart, (Carter's)	<u>2.40ea. 14.40</u>
184.	12	Typewriter Cleaning Fluid, 2 ^{Disc. - 4 oz.} Oz., (Dr. Scat)	<u>1.80ea. 21.60</u>
185.	100	Poster Board, 22" x 28", white	<u>.75ea. 75.00</u>
186.	72	Bx Thumb Tacks, non-rusting metal, large, 100 per box	<u>.43Bx. 66.96</u>

Estimated Order		Item	Unit	
Quantity			Price	Total
187.	48	Bxs. Map Tacks, assorted colors	<u>1.8004</u>	<u>86.40</u>
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8) <i>23-584 National</i>	<u>1.8800</u>	<u>352.00</u>
189.	96	Desk Cleaner, (3M Desk & Office Cleaner)	<u>1.8500</u>	<u>177.60</u>
190.	12	Sets Book Ends, Metal, 9"	<u>4.4500</u>	<u>53.40</u>
191.	12	Sets Book Ends, metal, 5"	<u>1.1900</u>	<u>14.28</u>
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk	<u>2.5000</u>	<u>60.00</u>
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk	<u>1.8000</u>	<u>43.20</u>
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812) <i>vide sub 93 689</i>	<u>1.7500</u>	<u>70.00</u>
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	<u>12.5400</u>	<u>300.96</u>
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)	<u>1.7500</u>	<u>210.00</u>
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	<u>7.2500</u>	<u>174.00</u>
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	<u>5.4500</u>	<u>130.80</u>
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)	<u>1.7500</u>	<u>84.00</u>
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	<u>33.0000</u>	<u>660.00</u>
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	<u>33.0000</u>	<u>660.00</u>
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35)	<u>7.5300</u>	<u>15.06</u>
203.	20	Paper Punch, 3 hole, Heavy Duty	<u>7.9800</u>	<u>159.60</u>
204.	12	Date Stamp, (Rex-1, Pullman PD-1) <i>21-502</i>	<u>2.0500</u>	<u>24.60</u>
205.	12	Date Stamp, (Rex-2, Pullman PD-2) <i>21-504</i>	<u>2.6000</u>	<u>31.20</u>
206.	2M	Rls. Adding Machine Tape, 2 1/4"	<u>1.2400</u>	<u>480.00</u>

Estimated Order

Quantity	Item	Unit Price	Total
207. 1C	Rls. Adding Machine Tape, 3"	<u>.49 ea.</u>	<u>49.00</u>
208. 1C	Rls. Adding Machine Tape, 3 7/16"	<u>.56 ea.</u>	<u>56.00</u>
209. 48	Sets Index, 3 Ring, A - Z, (Aico C-213)	<u>1.95 set</u>	<u>93.60</u>
210. 40	Bxs. Tabs, plastic for hanging folders, (Oxford #42)	<u>1.56 Bx.</u>	<u>62.40</u>
211. 240	Micro-cassette, 60 minutes, (Scotch #543)	<u>3.2/ea.</u>	<u>770.40</u>
212. 500	Cassette Tapes, 60 minutes, (Scotch)	<u>1.2/ea.</u>	<u>605.00</u>
213. 500	Cassette Tapes, 90 minutes, (Scotch)	<u>1.53 ea.</u>	<u>765.00</u>
214. 2M	Envelopes, manila, oversize mailing, (Kraft #12)	<u>38.00 m.</u>	<u>76.00</u>
215. 4M	Shipping Tags, w/string, (Dennison S1-11-505)	<u>23.00 m.</u>	<u>92.00</u>
216. 4M	Rolodex Cards, 2 1/4" x 4"	<u>5.75 m.</u>	<u>23.00</u>
217. 1M	Filler Paper, 3 ring, plain, (National #14-280)	<u>28.00 m.</u>	<u>28.00</u>
218. 600	Pkgs., Labels, File Folder, asstd. colors, (Avery FF3)	<u>1.30 pk.</u>	<u>780.00</u>
219. 10	Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	<u>1.33 Bx.</u>	<u>13.30</u>
220. 60	Easel Pads, 27 x 34, (Ampad #24-031) <i>Q.P. #99810</i>	<u>6.75 ea.</u>	<u>405.00</u>
221. 96	Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	<u>1.69 ea.</u>	<u>162.24</u>
222. 4	Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	<u>4.25 dz.</u>	<u>17.00</u>
223. 120	Gluestick, 6 Oz., (Pritt Y9-95180)	<u>.99 ea.</u>	<u>118.80</u>
224. 12	Dz. Calculator Ribbons, cloth, BR80N	<u>12.00 dz.</u>	<u>144.00</u>
225. 8G	Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555) <i>Disc. # 86L</i>	<u>58.00 g.</u>	<u>464.00</u>
226. 6	Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	<u>7.35 Bx.</u>	<u>44.10</u>
227. 6	Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	<u>7.80 Bx.</u>	<u>46.80</u>

Estimated Order		Unit	
Quantity	Item	Price	Total
	(Nu-Kote 02-NK14)		
228. 10	Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)	<u>7.35 ea</u>	73.50
229. 6	Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)	<u>7.80 ea</u>	46.80
230. 48	Sorting Compound, moistener for finger tips, large, (Sortkwik)	<u>1.90 ea</u>	91.20
231. 120	Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)	<u>1.38 ea</u>	165.60
232. 36	Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series) <i>17-402 per ea</i>	<u>10.50 ea</u>	378.00
233. 100	Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series) <i>45-500 series</i>	<u>2.00 ea</u>	200.00
234. 30	Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series) <i>45-800 per ea</i>	<u>1.94 ea</u>	58.20
235. 6G	Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	<u>165.00 ea</u>	990.00
236. 3G	Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322) <i>B155</i>	<u>482.00 ea</u>	1446.00
237. 4G	Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	<u>58.00 ea</u>	232.00
238. 48	Reference File, V-Style, (Rolodex VIP-24)	<u>9.75 ea</u>	468.00
239. 288	Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)	<u>1.92 ea</u>	552.96
240. 120	Eraser Refill, for Quicker Clicker PD 345	<u>1.50 ea</u>	180.00
241. 10G	Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes)	<u>94.00 ea</u>	940.00
242. 20G	Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes)	<u>72.00 ea</u>	1440.00

	<u>Order</u> <u>Quantity</u>	<u>Item</u>	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes)	<u>32.00 ea. 1320.00</u>
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes)	<u>54.00 ea. 1324.00</u>
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176)	<u>3.75 ea. 1750.00</u>
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	<u>9.98 ea. 119.76</u>
247.	12	Telephone List Finder Refills, Bates Director	<u>3.25 ea. 139.00</u>
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	<u>9.75 ea. 78.00</u>
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	<u>5.75 ea. 34.50</u>
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035) <i>LW #93</i>	<u>4.30 ea. 34.40</u>
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046) <i>LW #94</i>	<u>4.80 ea. 38.40</u>
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058) <i>LW #95</i>	<u>5.40 ea. 43.20</u>
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	<u>6.60 ea. 633.60</u>
254.	12	Reference Books, Thesaurus, (Roget's)	<u>10.29 ea. 123.48</u>
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	<u>2.38 ea. 142.80</u>
256.	24	Pencil Cups, Plastic, Black <i>2520-86</i>	<u>3.18 ea. 76.32</u>

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET-ROOM 350
PHONE 219-427-1101

BID OPENING DATE July 7, 1988 BID REFERENCE #847

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M., ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT.

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED AND HI-LIGHTED ON THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND OF ALL BIDDERS.
THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____ %
IF PAID WITHIN _____ DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255 0013, PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

HOME OFFICE: 138 E. Seventh St. Branch:
Auburn, IN 46706-0403
Phone 1-800-643-2489

FIRM NAME MID-CITY OFFICE SYSTEMS, INC.
STREET ADDRESS 6115 W. Jefferson Blvd.
CITY Fort Wayne, IN 46804
BY Laetta J. Boswell PHONE 1-800-643-2489
REPRESENTATIVE SIGNATURE

SCHEDULE

The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the complete performance of the projects.

All work will be performed in accordance with: the IFB, this contract and the applicable plans, specifications, and drawings for a TOTAL PRICE \$ _____. (if unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

UPON RECEIPT OF YOUR PURCHASE ORDER.

☐ Liquidated Damages Provision This clause will be applicable to this contract if the box contains a checkmark or an "X", or if required in specifications.

LIQUIDATED DAMAGES IN TIME OF PERFORMANCE

Actual damages for delays in completion are impossible to determine. Accordingly and as part of the consideration to enter into this transaction, the contractor agrees to be liable for also to pay to the City of Fort Wayne the sum of \$ ____ a day as liquidated damages for each calendar day of delay past the stipulated date of completion as shown on the Request for Quotation, Contract or Purchase Order; Whichever may apply. This payment shall not limit the City's right to collect other damages.

Any claim for an extension of the date of completion shall be based on a written notice/request delivered to the owner within 5 days of the occurrence of the event giving rise/to the claim.

Time of completion may only be altered by written approval from the owner.

It is hereby agreed by and between the City of Fort Wayne and contractor that time is of essence of this agreement and the contractor agrees that it will complete the project as herein that it is a business and governmental necessity that the project be completed by this date. The parties agree that in the event the project is not completed by this date that it will be difficult or impossible to make an accurate

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: July 1, 1988

1. Governmental Unit: City of Fort Wayne
2. County: Allen County, IN
3. Bidder (Firm): MID-CITY OFFICE SYSTEMS, INC.
- Address: 138 East Seventh Street
- City/State: Auburn, IN 46706-0403
4. Telephone Number: 1-800-643-2489 or 219-925-3414
5. Agent of Bidder (if applicable): - -

Pursuant to notices given, the undersigned offers bid(s) to City Of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Loretta J. Boswell
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
Allen COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

MID-CITY OFFICE SYSTEMS, INC.
Bidder (Firm)

Loretta J. Boswell
Signature of Bidder or Agent

Subscribed and sworn to before me this _____
My Commission Expires: 4-2-90
County of Residence: Allen

Martin A. Radenbeck
Notary Public

Martha A. Rodenbeck
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for _____ classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

AMERICAN STATES INSURANCE COMPANY

INDIANAPOLIS, INDIANA

BID OR PROPOSAL BOND

Know all Men by these Presents,

That we, Mid-City Office Systems, Inc.

of Auburn, IN 46706 (hereinafter called the Principal),
as Principal, and AMERICAN STATES INSURANCE COMPANY (hereinafter called the
Surety), as Surety, are held and firmly bound unto Department of Purchasing,
City of Fort Wayne, Allen County, IN 46802

(hereinafter called the Obligee) in the penal sum of Four Hundred and No/100
Dollars (\$400.00) for the payment of which the Principal
and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly
and severally, firmly by these presents.

SIGNED and SEALED this 7th day of July 19 88.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal
has submitted or is about to submit a proposal to the Obligee on a contract for _____
Furnishing project-office supplies for a period of one year.

NOW, THEREFORE, if the said contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the contract in writing, and give bond, if bond be required, with surety acceptable to the Obligee for the faithful performance of the said contract, then this obligation shall be void; otherwise to remain in full force and effect.

Mid-City Office Systems, Inc.

By Michael D. Bonnell PRESIDENT
AMERICAN STATES INSURANCE COMPANY

By W. C. Schools Attorney-in-Fact

MBE/WBE COMMITMENT FORM

THE FOLLOWING IS THE UNDERSIGNED'S COMMITMENT TO THE MBE/WBE GOALS OF THE CITY FOR WORK DONE PURSUANT TO THIS CONTRACT:

- A. X The undersigned firm certifies that it is an ~~MBE~~/WBE Contractor (cross out inapplicable provision).
- For MBE specify percentage of minority ownership ____%.
- For WBE specify percentage of women ownership 55%.
- B. The undersigned certifies that they are a joint venture in which the following (MBE/WBE) firm _____ (cross out inapplicable provision) is a joint venture partner.
- The MBE/WBE firm (cross out inapplicable provision), shall have ____% participation (employees) ____% participation (costs) in this project.
- Specify the percentage of minority/women ownership in the MBE/WBE firm ____%. (Cross out inapplicable provision.)
- C. The undersigned commits ____% of the total bid price as a subcontract to minority business enterprise participation. The MBE firms, which are proposed as subcontractors, are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

- D. The undersigned commits ____% of the total bid price as a subcontract to women business enterprise participation. The WBE firms, which are proposed as subcontractors are the following:

	NAME OF FIRM	ADDRESS	TYPE OF WORK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

E. Complete (1.) and (2.) below if participation goals of 7% MBE and 2% WBE have not been met.

1. My Company cannot meet the participation goals for the following reasons: _____

2. We have taken the following steps in an attempt to comply with these participation goals: _____

(Attach additional sheets as necessary.)

Contractor: MID-CITY OFFICE SYSTEMS, INC. Contractor: _____

By: Loretta J. Boswell By: _____

Its: Corporate Secretary/Treasurer Its: _____

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of MID-CITY OFFICE SYSTEMS, INC.
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of MID-CITY OFFICE SYSTEMS,
INC., that MID-CITY OFFICE SYSTEMS, INC.
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 1st day of July, 19 88.

MID-CITY OFFICE SYSTEMS, INC.
(Name of Bidder/Vendor)

Loretta J. Boswell, Corp. Sec./Treas.
(Name and Title of Person Signing)
Loretta J. Boswell, Corporate Secretary/Treasurer

I N S T R U C T I O N S T O B I D D E R S
E Q U A L E M P L O Y M E N T O P P O R T U N I T Y
A F F I R M A T I V E A C T I O N P R O G R A M

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY: The Equal Employment Opportunity Policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minority persons in all of the various job categories when needed and the firm should establish specific goals to increase the number of minorities in the various job categories through hiring or promotion.

The City of Fort Wayne has approved some goals and timetables to serve as guidelines for firms with whom it does business. All firms doing business with the City should employ a representative number of minorities in all job classifications within a four year period, using the percentage of the non-white population as a goal. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm's Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its "good faith" effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the "good faith" effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities are currently being underutilized in any one or more job categories. ("Underutilization" means having fewer minorities in a particular job category than would reasonably be expected by their availability). Consideration of "good faith" effort shall also be given to the following factors:


1. The minority population of the labor area:
A copy of the Standard Metropolitan Statistical Area for the City of Fort Wayne is provided by the Indiana State Employment Service. If you live outside the state, your local State Employment Service will provide manpower information for your area.
2. The size of the minority unemployment force in the labor area. (See Manpower statistics for your area).
3. The percentage of the minority work force as compared with the total work force in the immediate labor area. (See Manpower statistics for your area).
4. The general availability of minorities having requisite skills in the immediate labor area. (See Manpower statistics for your area).

EEO/AA/10/1/87

5. The availability of minorities having requisite skills in an area in which the facility can reasonably recruit. (See Manpower statistics for your area).
6. The availability of promotable minority employees within facilities organization. (See workforce analysis page 2, item IV).
7. The anticipated expansion, contraction and turnover of and in the work force. (You must project future vacancies caused by new positions or promotions).
8. The existence of training institutions capable of training minorities in the requisite skills. (Contact training institutions in your area).
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities. (You must do an in-house survey).
10. The use of recruitment sources where minorities can be secured.
11. You must complete all sections of the Affirmative Action Documents.
12. Compliance Review - The purpose of a compliance review is to determine if the contractor maintains nondiscriminatory hiring and employment practices and is taking affirmative action to insure that applicants are employed and that employees are placed, trained, upgraded, promoted, terminated, otherwise treated during employment without regards to race, color, religion, sex or national origin. It shall consist of a comprehensive analysis and evaluation of each aforementioned practices and policies and conditions resulting therefrom.

Every effort should be directed to increase materially the number of minorities at all levels in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical and skilled craftsmen.

PROGRAM SUMMARY - THE AFFIRMATIVE ACTION PROGRAM SHALL BE SUMMARIZED AND UPDATED ANNUALLY. CONTRACTORS AND SUBCONTRACTORS SHALL SUBMIT THE PROGRAM SUMMARY TO THE EEO/AFFIRMATIVE ACTION OFFICER EACH YEAR ON THE EXPIRATION DATE OF THE AFFIRMATIVE ACTION PROGRAM.


Joseph C. Adams Jr.
EEO/AA Compliance Officer

CITY OF FORT WAYNE AFFIRMATIVE ACTION PROGRAM

Name of Company MID-CITY OFFICE SYSTEMS, INC.
 Address 138 East Seventh Street City Auburn
 Zip 46706-0403 Phone 1-800-643-2489

Identify by title and name the highest official within the facility who has the overall responsibility for the implementation of the Equal Employment Opportunity and Affirmative Action Program.

Michael D. Boswell President
 PLEASE PRINT Title

Date 7-1-88 Signature _____

1. Does your firm have a written Affirmative Action Program? _____ Yes X No
 A. If so, and it contains answers to the questions asked in this program, attach a copy and sign the Written Statement of Company Policy.
 B. If not, do you accept the following program in meeting the requirements of the City of Fort Wayne? _____ Yes X No

PLEASE KEEP IN MIND THAT FAILURE TO COMPLETE ALL SECTIONS OF THIS DOCUMENT WILL RESULT IN YOUR PROGRAM BEING REJECTED.

2. Will your firm make every effort to increase employment of minorities at all levels of its workforce with particular emphasis to categories where few, if any, minority people are employed? X Yes _____ No
 3. Current number of employees 19
 Number of employees as of October 1987 18 January 1988 18 April 1988 19
 and July 1988 19

4. Workforce Analysis:

JOB CLASSIFICATION	WAGE RATE OR SALARY RANGE	TOTAL
Sales Workers	46K/yr.+ Comm.	4
Service Technicians	99K/yr	5
Office & Clerical	50K/yr.	5
Office & Managers	96K/yr	4
Other - Unskilled	3.35/hr (part-time)	1

EMPLOYEES BY RACE/ETHNICITY/SEX								
W		BLK		H		OTHER		(DESIGNATE)
M	F	M	F	M	F	M	F	
2	2							
5								
	5							
2	2							
1								

Handicapped: _____ Yes X No

List Number 19

B - Black (not of Hispanic Origin) H - Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin) AI, AN - American Indian or Alaskan Native API - Asian or Pacific Islanders F - Females

5. If total minority employment is less than 20% give reasons why. (Do not include Females when you figure minority employment percentages.) _____
During recruitment process, very few minorities apply. Few, if any, of those who have applied were qualified.
6. List minority recruitment sources: Ivy Tech; Indiana Employment Security Division; IU/PU University at Fort Wayne
7. Does your company anticipate an increase in employment this year? _____ Yes X No
 Approximately how many? X
8. What specific goals can you achieve for the employment of minorities during 1987-88?

- A. Officials and Managers _____ %
 B. Professionals _____ %
 C. Technicians _____ %
 D. Sales Workers _____ 20% %
 E. Office and Clerical _____ %
 F. Skilled Craftsmen _____ 20% %
 G. Other _____ %

9. WRITTEN STATEMENT OF COMPANY POLICY

It is the policy of MID-CITY OFFICE SYSTEMS, INC. that Equal Employment Opportunity be afforded to all qualified persons without regard to race, sex, religion, color or national origin. In support of this policy MID-CITY OFFICE SYSTEMS, INC. will not discriminate against any employee or applicant for employment because of race, religion, sex or national origin. The Board of Directors and Officers will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action will include but not be limited to: recruitment, advertising or solicitation for employment hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

MID-CITY OFFICE SYSTEMS, INC.

7-1-88

Name of Company or Firm

Date

Michael D. Boswell
Signature of Highest Company Official

Michael D. Boswell; President

Name and Title of Signer (Please type or Print)

MID-CITY OFFICE SYSTEMS, INC.

Loretta J. Boswell
(Information Given By)

138 E. Seventh St.; Auburn, IN 1-800-643-2489 or 219/925-3414

~~Loretta J. Boswell~~ ~~7-1-88~~
(Person Filling Out This Form And Date)

[illegible]

CERTIFICATION OF NON-SEGREGATED FACILITIES

Each Bidder is required to file a fully executed Certificate of Non-Segregated Facilities once a year.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting room, work area, restrooms and washrooms, restaurant or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where the Bidder has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause and that he will retain such certifications in his files.

NOTE: THE PENALTY FOR MAKING FALSE STATEMENTS IN OFFERS IS PRESCRIBED IN 18 U.S.C. 1001.

Date: July 1, 19 88

MID-CITY OFFICE SYSTEMS, INC.
Name of Bidder

By: Loritta J. Beaswell
Title: Corporate Secretary/Treasurer

Official Address: (including zip code)

138 East Seventh Street (Branch: 6115 W. Jefferson Blvd.
Auburn, IN 46706-0403 Fort Wayne, IN 46804)

Estimated Order

Quantity	Item	Unit Price / Total
1. 400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors	_____ / _____
2. 200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors	_____ / _____
3. 200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors	_____ / _____
4. 800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)	_____ / _____
5. 24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones 364-34)	_____ / _____
6. 24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B)	_____ / _____
7. 24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)	_____ / _____
8. 24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)	_____ / _____
9. 24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)	_____ / _____
10. 30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	_____ / _____
11. 40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8)	_____ / _____
12. 12	Gross Steno notebooks, spiral bound, (WJ 1115W)	_____ / _____
13. 200	Report Covers, Plastic with slide-on Spine, Clear	_____ / _____
14. 200	Report Covers, Plastic with slide-on Spine,	_____ / _____
15. 12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	_____ / _____
16. 12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	_____ / _____

Estimated Order			Unit	
Quantity	Item		Price	Total
17.	1M Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)		/	
18.	60 Metal Drawer Frames for 8 1/2 x 11 hanging files		/	
19.	24 Metal Drawer Frames for 8 1/2 x 14 hanging files		/	
20.	40M File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut		/	
21.	20M File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut		/	
22.	2M Hanging Folders, 8 1/2 x 11		/	
23.	2M Hanging Folders, 8 1/2 x 14		/	
24.	500 Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)		/	
25.	200 Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)		/	
26.	1M File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)		/	
27.	1M File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)		/	
28.	15M File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E)		/	
29.	1M File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E)		/	
30.	15C File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)		/	
31.	1M File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)		/	
32.	30 Dictionary, Webster's Collegiate, 9th Edition		/	
33.	60 Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G)		/	

Estimated Order		Item	Unit	Total
Quantity			Price /	
34.	60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E)	_____ / _____	
35.	120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E)	_____ / _____	
36.	2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2	_____ / _____	
37.	4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13	_____ / _____	
38.	1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2	_____ / _____	
39.	1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2	_____ / _____	
40.	1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9	_____ / _____	
41.	2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2	_____ / _____	
42.	1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15	_____ / _____	
43.	10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12	_____ / _____	
44.	24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25)	_____ / _____	
45.	48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225)	_____ / _____	
46.	48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025)	_____ / _____	
47.	24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25)	_____ / _____	
48.	36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2)	_____ / _____	
49.	24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675)	_____ / _____	
50.	10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523)	_____ / _____	
51.	10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623)	_____ / _____	

Estimated Order			Unit	
Quantity	Item		Price	Total
52.	10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823)		/
53.	48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF)		/
54.	24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25)		/
55.	48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25)		/
56.	10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)		/
57.	20M	Index Cards, white ruled, 3 x 5, (1/m box)		/
58.	10M	Index Cards, white ruled, 4 x 6, (1/m box)		/
59.	8M	Index Cards, white ruled, 5 x 8, (500/c box)		/
60.	15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281)		/
61.	4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A)		/
62.	1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260)		/
63.	1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250)		/
64.	200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7, and 8 columns, (WJ 7200 Series)		/
65.	30	Analysis Pads, Wilson Jones G7214D		/
66.	30	Analysis Pads, Wilson Jones 7513		/
67.	30	Analysis Pads, Wilson Jones G7608GW		/
68.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)		/

Estimated Order			Unit	
Quantity	Item		Price	Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8)		/
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white		/
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white		/
72.	12G	Legal ruled pads, 5 x 8, yellow & white		/
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)		/
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)		/
75.	24	Paper Spindles		/
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)		/
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes		/
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)		/
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)		/
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)		/
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)		/
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)		/
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)		/
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)		/
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx)		/
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx)		/
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx)		/
88.	24	Clipboard, 6 x 9		/
89.	120	Clipboards, 8 1/2 x 11		/

Estimated Order		Unit	Price	/	Total
Quantity	Item				
90.	60	Clipboards, 8 1/2 x 14		/	
91.	100M	Paperclips, #1, standard, rustproof		/	
92.	12	Bxs. Butterfly Paper Clamps (12/box)		/	
93.	20M	Jumbo paper clips, 2" long		/	
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)		/	
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)		/	
96.	48	Paper clip holders, Magnetic		/	
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan #20)		/	
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #50)		/	
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #100)		/	
100.	120	Stamp Pads, Asst. Colors, (Sanford's #1)		/	
101.	60	Stamp Pads, Asst. Colors, (Sanford's #2)		/	
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors		/	
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)		/	
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)		/	
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)		/	
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)		/	
107.	6	Dz. Erasers, (Pink Pearl #100)		/	
108.	8G	Erasers, Pencil Tip Wedge		/	
109.	4	Dz. Erasers, (Art Gum #211)		/	
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400)		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
111.	120 Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)		/	
112.	30 Dz. Finger Tips, Asst. sizes, (Parr Swingline)		/	
113.	8 Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)		/	
114.	72 Bxs. Push Pins, Plastic heads, Assted Colors (100/box)		/	
115.	120 Desk Trays, Letter size, stackable, (Eldon #1600)		/	
116.	96 Desk Trays, Large size, stackable, (Eldon #1604)		/	
117.	24 Eraser, (Magic Rub Drafting Faber-Castell T9-1954)		/	
118.	5C Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021)		/	
119.	200 Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432)		/	
120.	15C Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers		/	
121.	70 Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)		/	
122.	96 Envelope Moistner, plastic tube with sponge end, (Sterling Master)		/	
123.	40G Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga)		/	
124.	12 Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin)		/	
125.	2 Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt.		/	
126.	6G Wide tip markers, asstd. colors, (El Marko 751-759-01)		/	
127.	24 Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5)		/	

Estimated Order			Unit	
Quantity	Item		Price	Total
128.	24 Pens and attachable anchors, (Sta-Put, W. T. Rogers)		/	
129.	24 Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)		/	
130.	40G Pens, med. pt., asst. colors, (Bic Deluxe C-PM011)		/	
131.	20G Pens, Fine point, asst. colors, (Bic BC-FS11)		/	
132.	120 Mechanical Pencils, .5mm lead, (Pental Sharp 5)		/	
133.	160 tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness		/	
134.	48 Letter Openers, metal, medium priced		/	
135.	1 ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)		/	
136.	48 Ruler, 12", wood with double metal edge		/	
137.	48 Ruler, 15", wood with double metal edge		/	
138.	48 Ruler, 18", wood with double metal edge		/	
139.	148 Pairs, Scissors, 8", straight, medium priced		/	
140.	148 Staplers, Desk, Standard, Black		/	
141.	4G Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)		/	
142.	4G Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)		/	
143.	36 Pkgs Chalk, anti-dust, (Crayola T2-1402)		/	
144.	6 Chalk Eraser, (Weber Costello, TS-804-526)		/	
145.	300 Bxs. Staples, standard, for desk staplers		/	
146.	60 Bxs. Staples, undulated, (Ace #700)		/	
147.	12 Stapler, clipper type, (Ace #702)		/	

Estimated Order		Item	Unit	Total
Quantity			Price /	
148.	148	Staple remover, (Ace Standard #60)	/	
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	/	
150.	20	Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol U8-AP806)	/	
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306)	/	
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	/	
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	/	
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	/	
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	/	
156.	72	Rolls, Tape,drafting, 3/4" x 60 yds., (Scotch #230)	/	
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	/	
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	/	
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	/	
160.	75'	Magnetic Tape, 1/2" wide	/	
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo)	/	
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo)	/	
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo)	/	
164.	24	Engineer Scales & Cases (3 sided)	/	
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)	/	
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)	/	
167.	72	Rls, Tape, Filament, 3/4"x60 yds., (Scotch R8-898)	/	

Estimated Order			Unit	
Quantity	Item		Price	Total
168.	72 Desk Pad Blotters, 19 x 24, green, brown, or black		/	
169.	72 Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design		/	
170.	100 Desk Pad Covers, acetate, 19 x 24, .0075 thick		/	
171.	48 Paper Punch, clipper type, 1/4", (Premier 404)		/	
172.	48 Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)		/	
173.	48 Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61)		/	
174.	48 Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)		/	
175.	10G Correction Fluid, white, (Liquid Paper)		/	
176.	1G Correction Fluid Thinner, (Liquid Paper Thinner)		/	
177.	4G Correction Fluid, for copies, (Liquid Paper)		/	
178.	2G Correction Fluid, colors, (Liquid Paper)		/	
179.	48 Stamp Pad Ink, 1 1/2 oz., assorted colors		/	
180.	24 Rubber Cement, 4 Oz., (Carter's)		/	
181.	6 Rubber Cement Empty Pint Jar, w/app. brush		/	
182.	5 Gal. Rubber Cement, one gallon containers, (Carter's)		/	
183.	6 Qts. Rubber Cement Thinner, one quart, (Carter's)		/	
184.	12 Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat)		/	
185.	100 Poster Board, 22" x 28", white		/	
186.	72 Bx Thumb Tacks, non-rusting metal, large, 100 per box		/	

Estimated Order		Item	Unit	Total
Quantity			Price /	
187.	48	Bxs. Map Tacks, assorted colors	/	
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8)	/	
189.	96	Desk Cleaner, (3M Desk & Office Cleaner)	/	
190.	12	Sets Book Ends, Metal, 9"	/	
191.	12	Sets Book Ends, metal, 5"	/	
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk	/	
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk	/	
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812)	/	
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	/	
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)	/	
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	/	
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	/	
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)	/	
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	/	
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	/	
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35)	/	
203.	20	Paper Punch, 3 hole, Heavy Duty	/	
204.	12	Date Stamp, (Rex-1, Pullman PD-1)	/	
205.	12	Date Stamp, (Rex-2, Pullman PD-2)	/	
206.	2M	Rls. Adding Machine Tape, 2 1/4"	34.00 / 680.00	

Estimated Order Quantity	Item	Unit Price / Total
207.	1C Rls. Adding Machine Tape, 3"	14.00 / 28.00
208.	1C Rls. Adding Machine Tape, 3 7/16"	15.00 / 30.00
209.	48 Sets Index, 3 Ring, A - Z, (Aico C-213)	/
210.	40 Bxs. Tabs, plastic for hanging folders, (Oxford #42)	/
211.	240 Micro-cassette, 60 minutes, (Scotch #543)	8.52 / 681.60
212.	500 Cassette Tapes, 60 minutes, (Scotch)	19.80 / 990.00
213.	500 Cassette Tapes, 90 minutes, (Scotch)	23.60 / 1180.00
214.	2M Envelopes, manila, oversize mailing, (Kraft #12)	/
215.	4M Shipping Tags, w/string, (Dennison S1-11-505)	/
216.	4M Rolodex Cards, 2 1/4" x 4"	/
217.	1M Filler Paper, 3 ring, plain, (National #14-280)	/
218.	600 Pkgs., Labels, File Folder, asstd. colors, (Avery FF3)	/
219.	10 Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	/
220.	60 Easel Pads, 27 x 34, (Ampad #24-031)	/
221.	96 Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	/
222.	4 Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	/
223.	120 Gluestick, 6 Oz., (Pritt Y9-95180)	/
224.	12 Dz. Calculator Ribbons, cloth, BR80N	15.36 / 184.32
225.	8G Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555)	4.68 / 898.56
226.	6 Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	/
227.	6 Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	/

Estimated Order		Unit	
Quantity	Item	Price	Total
(Nu-Kote 02-NK14)			
228.	10 Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)		/
229.	6 Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)		/
230.	48 Sorting Compound, moistener for finger tips, large, (Sortkwik)		/
231	120 Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)		/
232.	36 Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series)		/
233.	100 Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)		/
234.	30 Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)		/
235.	6G Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	8.40	/1209.60
236.	3G Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322)	17.46	/1257.12
237.	4G Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	4.68	/ 449.28
238.	48 Reference File, V-Style, (Rolodex VIP-24)		/
239.	288 Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)		/
240.	120 Eraser Refill, for Quicker Clicker PD 345		/
241.	10G Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes)		/
242.	20G Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes)		/

	<u>Order</u> <u>Quantity</u>	<u>Item</u>	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes)	_____ / _____
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes)	_____ / _____
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176)	_____ / _____
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	_____ / _____
247.	12	Telephone List Finder Refills, Bates Director	_____ / _____
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	_____ / _____
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	_____ / _____
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035)	_____ / _____
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046)	_____ / _____
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058)	_____ / _____
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	_____ / _____
254.	12	Reference Books, Thesaurus, (Roget's)	_____ / _____
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	_____ / _____
256.	24	Pencil Cups, Plastic, Black	_____ / _____

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY
ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

Class or Item	Quantity	Unit	Description	Unit Price	Amount
206	2M	100/case	Rls. Adding Machine Tape, 2 1/4"	34.00	680.00
207	1C	50/case	Rls. Adding Machine Tape, 3"	14.00	28.00
208	1C	50/case	Rls. Adding Machine Tape, 3 7/16"	15.00	30.00
211	240	3/pkg.	Micro-Cassette, 60 minutes, Sony Brand, MC 60N	8.52	681.60
212	500	10/box	Cassette Tapes, 60 Minutes, Sony Brand, DC 60N	19.80	990.00
213	500	10/box	Cassette Tapes, 90 minutes, Sony Brand, DC 90N	23.60	1180.00
224	12 dz.	1 dz./box	Calculator Ribbons, cloth, E201 Blk. & Red	15.36	184.32
225	8G	1/2 dz./box	Lift-Off Tape, for IBM Selectric II, Correctable, T357	4.68	898.56
235	6G	1/2 dz./box	Typewriter Ribbons, Film, for IBM Selectric II Correctable, T384	8.40	1209.60
236	3G	1/2 dz./box	Typewriter Ribbons, film, for Royal SE 5005, 5035 Correctable, T320	17.46	1257.12
237	4G	1/2 dz./box	Lift-Off Tapes for Royal SE5005 Correctable, T375	4.68	449.28
TOTAL BID:					\$7588.48
MID-CITY OFFICE SYSTEMS, INC. 138 East Seventh Street Auburn, IN 46706-0403 Telephone: 1-800-643-2489 or 219-925-3414					
Branch:		6115 West Jefferson Blvd. Fort Wayne, IN 46804 Telephone: 436-1331			
Signed			<i>Loretta J. Boswell, Corp. Sec/Treas.</i> Loretta J. Boswell, Corp. Sec/Treas.		
Date			7-1-88		